



# Yattendon School

## EDUCATIONAL VISITS POLICY

<b>Date adopted:</b>	Spring 2020	<b>Latest Review:</b>	Spring 2025
<b>Review period:</b>	Cyclical – 5 years	<b>Next review:</b>	Spring 2030
<b>Based on Surrey model?</b>	Y/N	<b>Status</b>	Recommended
<b>Governor review:</b>		<b>Policy prepared by</b>	LW/AB

### Mission Statement

“In partnership with Governors and parents, the staff at Yattendon School aim to offer the children in their care a broad and balanced curriculum within a safe, secure and stimulating environment in which every pupil has an equal opportunity to develop as an individual.” Yattendon School believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one offsite visit each year, ideally two linked to an aspect of their topic work. Alongside visits off-site, the school will invite in speakers, groups, artists or other adults into Yattendon to enrich and extend 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 and adults always. 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. When planning for a visit, teachers should consult with the designated teacher with responsibility for educational visits – Mr Perkins, to ensure correct procedures are followed. Responsibility for checking risk assessments is the Head Teacher’s or in his absence the Deputy Head Teacher. It is the responsibility of the trip leader to complete the risk assessment form and a pre-visit to the venue must be carried out.

Group leaders must liaise closely with Educational Visits Coordinator and (if required by them) read thoroughly the appropriate guidance for off-site activities:

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- Surrey County Council Guidance for Off-Site Visits and Related Activities (Including DofE) with links to OEAP National Guidance & EVOLVE 2018

## **Aims and Purposes**

The aims of our off-site educational 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.

## **How visits will be authorised?**

The Head Teacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator (EVC) will be involved in the planning of all off-site visits in consultation with the Trip/Year leader. They (EVC and trip leader) will:

- ensure that risk assessments are completed
- support the head teacher and governing body in their decisions on approval
- assign appropriately experienced staff to lead and help with trips
- organise related staff training
- verify that all accompanying adults, including private car drivers, have had a satisfactory DBS clearance, and that any coach company used assures us their drivers too have had a satisfactory DBS clearance
- make sure that all necessary permissions and medical forms are obtained; keep records of visits and ensure there are regular generic assessments of the risks (for example road crossing) where there are frequent visits to local venues (for example a local Church)

## **Residential Activities**

Children in Years 4 and 6 can take part in an offsite residential visit. This activity is in term time and is designed to provide team building and personal development for pupils at Yattendon. The school makes a charge for these trips and considers on an individual basis any parent who has financial difficulties.

The residential visits also enable children to take part in a range of outdoor and adventurous activities. The school only takes part in these trips with the prior approval of the Governing Body and LA. We ensure that only qualified instructors deliver the specialist activities that we offer the children.

The school will use the school's pro-formas to complete risk assessments. It will also utilise any supplementary documentation from the LA if appropriate.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the DfE. All off-site activities must take place in accordance with the agreed 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 and inform the EVC of the intended activity.

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.

### **Roles and Responsibilities**

The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- Ensure that Criminal Records Bureau disclosures are in place where necessary (liaise with office staff)
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations

The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC. This will take account of:

- Generic risks as published in this document and the Regulations and Notes of Guidance for Off-site Activities
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

2.5 Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

### **What steps will be taken in an emergency?**

Staff planning an off-site activity should make a preliminary visit to the venue, to carry out an on-site risk assessment. It is important to consider the probable weather conditions at the time of year proposed for the trip and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability regarding the age and any needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor led activities will have their own risk assessments for sessions and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Governing Body will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be considered when the final decision is taken on whether the visit should proceed and the Visit Plan must state both the extent of any risks involved and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

### **Adult Ratios**

An activity should normally have sufficient adults taking part to provide the following minimum ratios with a female member of staff always present:

- Key Stage Two, visits off-site Yrs 3 to 6: 1:10
- Key Stage Two, visits off-site involving public transport/coaches: 1:8

Staff who are assigned to support the needs of an individual cannot be included in the overall ratio.

Any trip will require a minimum of two adults. However, these are minimum requirements and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. The coach company used should provide a letter detailing all the health and safety measures it routinely takes, including:

- The provision and required use of seat belts
- Proper vetting of the driver by the police
- Proper insurance for the driver
- Details of first aid and emergency equipment
- Breakdown procedures

The group leader will ensure that all adults helping to supervise any trip have been subject to an enhanced DBS clearance. A copy of the completed residential risk assessment will be

uploaded to the EVOLVE website for the Headteacher, the Governing Body and EVC to look at and for approval by the LEA. For all other trips, risks assessments are completed and kept in the 'Visits' file in the Office.

### **Costing & Transport**

The costing of off-site activities should normally include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for
- Any late booking fees\* or charges
- Bank charges

*Late bookings:* - Other than in exceptional circumstances (such as someone transferring to the school after the booking deadline), late bookings after a published deadline will be subject to an office administration fee plus any charges required from providers/venues.

*Transport:* - Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. We instruct all children, whether travelling by car, minibus or coach, to fasten their seat belts. Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys (giving a copy to the office) and ensuring that each driver has been subject to the enhanced DBS clearance. Booster seats must be used for children under the height of 135cm (not required for coach or minibus travel). There are booster seats in the school office if required.

### **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 give their permission in writing before a child can be involved in any off-site activities. For local visits, permission is covered by parental approval given in the induction paperwork, but good practice would be to inform parents of the intended trip details in advance.

The cost of one day off-site visits is covered by parental voluntary contributions.

No child may be excluded from an activity because of the parent's ability to contribute. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

For residential visits, costs are covered by parental contributions. However for families in financial difficulties but not qualifying for free school meals, there are bursaries available. The timetable for the payment of contributions should allow for the Headteacher to decide about

the financial viability of the activity in reasonable time in consultation with The School Business Manager.

### **Health and Safety considerations**

All adults accompanying a party must be made aware, by the party 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. For every off-site educational visit, the school office provides an off-site activity pack. This contains

- Names and contact details of all children on the visit
- Staff and accompanying adults' personal details
- All consent forms for the children on the visit – including medical information
- In case of fatality or emergency reference card
- Trip details including destination, transport and identifies duty officer

In addition to this pack all trip leaders must also take with them the medical folder containing the medicines for those children, including medical card; first aid kit including a sick bucket and changes of clothes; school mobile phone or identified staff member's mobile phone. The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. 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 party leader should discuss with the Headteacher the possibility of excluding that child from the activity.

### **Duty Officer**

For all journeys the school must identify a duty officer. For residential journeys there should also be a home-based contact. The duty officer is the person who will support the party leader and group in the event of a serious incident, accident or emergency, or on any occasion where there might be media interest. He or she must be an experienced, senior member of staff who has sufficient authority to be able to offer support and guidance in difficult circumstances.

The duty officer will be provided with a duty officer pack which will include

- Trip details including destination, transport and identifies duty officer
- Names and contact details of all children on the visit
- Staff and accompanying adult's personal details
- Details on Surrey's crisis management

In the event of a serious incident, the duty officer should immediately seek advice and support from the LA. The procedure for this is outlined below.

Immediate action following a serious accident or incident

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Circumstances in which a party member might be at serious risk or subject to serious

Illness

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

## **Operation Duke**

Operation Duke is the name of the LA emergency response scheme, so called as the Duke of Edinburgh's Award Scheme has many groups away during the year.

It provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LA who have been trained to assist if an emergency or serious incident occurs. In the event of an emergency the group leader must:

- Ensure safety from further danger
- Contact local emergency services immediately and follow their advice
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group

More detailed guidance on procedures and requirements can be obtained from DfE and Surrey LA

## **Visit Plan**

The EVOLVE site will help to gather the information for intended educational visits. To help complete the online form it will ask the EVC/Head to have thought about/planned for the following:

- Appropriate risk assessment
- Report on preliminary visit
- Application for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule, importantly arrival and departure times
- Accommodation plan (if applicable)
- Full schedule of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for the emergency contact and head teacher
- Medical questionnaire returns
- Quantity of first-aid boxes

To submit a trip, visit the EVC must log on to <https://evolve.edufocus.co.uk/>

So that proper time can be given to arrange meetings/ inform relevant parties:

- Forms for non-residential visits must be submitted for approval with consideration for time to meet to discuss the plan
- Forms for residential trips must be submitted to the LA by at least one month prior to trip

Whilst on a trip, near accidents must be reported to the Head of the Establishment and a written description kept and reported back to the EVC or Headteacher, where they will be considered in future risk assessments. In addition, it would be helpful if these reports were supplied to the LA, so that any lessons learned can be shared with all schools and groups. This would be done on an anonymous basis.

### **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

### **Participation**

Pupils should be assessed to ensure that they can undertake the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early.

### **Information to pupils**

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit / activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- Why special safety precautions are in place for anyone with disabilities
- What standard of behaviour is expected of them
- Who is responsible for their group during the visit
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures
- Equipment to bring
- Pocket money limits

## **Educational Visits – Helpful Checklist**

1. Obtain costs for entrance fees and coaches and any other anticipated expenses. Check diary for clash on potential dates.
2. Visit the proposed venue.
3. Check venue for toilets, eating environment, shops, and fire precautions. Speak to any relevant staff.
4. Completed the necessary pre visit paperwork i.e. visit plan, risk assessment, etc.
5. Gain authorisation from the Headteacher
6. Ensure the booking of coaches or other transport with office (Steve Hill)
7. Adapt the standard letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring. Send to the Head for approval and Office for typing.
8. Office staff to record money brought in by the children and parent's permission slips on the Tucasi system. Staff should monitor whether contributions received make the trip financially viable.

### **Just before...**

Ensure you have your off-site activity pack and risk assessment  
Ensure you familiarise yourself with the medical details of the children  
Take the medical folder  
Take the first aid kit  
Take a mobile phone for emergency usage  
Made sure all the adults know their duties

### **After...**

Post Visit Evaluations:

This will normally be a conversation with EVC or Head teacher and may offer tips for future trips.

Thank all the children, parents and helpers  
Write a thank you to the venue (if applicable)  
Complete follow up work in relation to the trip including photos for the school website (if applicable)

**This policy was written in conjunction with the following school policies:**

**Single Equality Policy**  
**Teaching and Learning Policy.**  
**Charging and Remissions Policy**