



## EDUCATIONAL VISITS POLICY

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### 'Visits create memories'

#### AIMS

Through educational visits we aim to:

- Widen children's interests and experience
- Develop personal and social skills
- Extend children's knowledge and understanding of the world
- Provide an experience that cannot be recreated in the classroom or 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.

A visit is defined as any off-site activity. All visits must be planned on the EVOLVE system and any visits that include adventurous activities/water must be submitted and authorised 6 weeks before the date of the visit.

#### REFERENCE LINKS

[Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

#### CURRICULUM LINKS

Consider:

- English - theatre visits, visits by authors, poets and theatre groups;
- Science - use of the school grounds, visits to botanical gardens, Sheringham Covert;
- Mathematics - use of shape and number trails in the local environment;
- History - castle visits, study of local housing patterns, local museums;
- Geography - use of the locality for fieldwork, village trails;
- Art and design - art gallery visits, use of the locality;
- PE - a range of sporting fixtures, extra-curricular activities, visits by specialist coaches, swimming;
- Music - a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- Design and technology - visits to local factories or design centers;
- ICT - its use in local shops/libraries/secondary schools etc;
- RE - visits to local centers of worship, visits by local clergy.
- PSHE and citizenship - visit to the fire station or a housing facility intended for the elderly, visits by local police officers and health workers, Catherine House.

## **RESIDENTIAL ACTIVITIES**

Children in Key Stage 2 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the LA. We use qualified instructors for all specialist activities that we undertake.

## **PLANNING PROCEDURES/ORGANISATION**

Planning a visit:

- Staff wishing to plan a visit should apply to the Principal for permission and to check the proposed date.
- The Visit Leader will then fill in a visit form on the EVOLVE system and submit it to the EVC.
- The academy's educational visits coordinators (EVC), Mrs Craddock and Mrs Wright will be involved in the planning and management of off-site visits.

They will:

- support staff with the use of Evolve and check all visit details are completed
  - ensure that the visit leader completes relevant risk assessments and supervision plans;
  - assist the visit lead to assign competent staff to help with trips;
  - check visits have been evaluated on Evolve
  - carry out monitoring by checking, e.g. that adults have copies of risk assessments, medical and dietary information, first aid kits etc;
  - assist the lead to 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 swimming facility).
- The School Office will inform the Kitchen staff that the children will be off site and if lunches are needed.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside normal school hours. Blank copies of the annual risk assessments can be found on the - staff share drive - Policies and Risk Assessments - Risk Assessments - Educational Visits - Ongoing Risk Assessments folder .

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 program, 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.

Before the visit the Visit Leader must:

- Send parental consent letters out far enough in advance to give parents the opportunity to pay the voluntary contribution.
- Brief the visit team on roles and responsibilities and ensure that adults going on the visit know all necessary details - eg first aid provision; emergency procedures; school contact details; medical information.
- Complete a risk assessment for the visit and ensure all adults read and sign it. Our Risk Assessments can be found on the Staff Share drive - Policies and Risk Assessments folder, and also on EVOLVE. Risk assessments need to be amended to suit your specific visit and venue, then uploaded onto the EVOLVE form.

A comprehensive risk assessment for new venues must be carried out by the group leader before the proposed visit. It will assess the hazards and risks which might be encountered on the visit, and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety and control measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety and control measures in place?
- What steps will be taken in an emergency?
- Take into account the probable weather conditions at the time of year proposed for the trip,

A copy of the completed risk assessment will be emailed to the EVC and all adults supervising the trip.

On the day:

- During the visit the Visit Leader has overall responsibility for everyone in the party.
- Leave a list of all children going on the visit in the office
- The Visit Leader must carry risk assessments, list of children, medical information, emergency contact details and a mobile phone during the visit.
- First Aid Kit and medication must be carried by the appropriate/nominated member of staff.

- Do a head count at regular intervals during the visit
- Ensure that the children are supervised by an adult at all times
- Remove children from the activity if they are acting in a way which puts safety at risk. If this then reduces the required level of supervision then the activity must be stopped. This may involve changes to the risk assessment.

After the visit:

- Fill in the Educational Visit Evaluation on EVOLVE, commenting on the facilities, quality of any providers and the success and value of the visit. This will not apply to local walks, swimming or sporting events.

### **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.
- 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 Principal to make a decision about the financial viability of the activity in reasonable time.

### **SAFETY**

- A pre-visit must be carried out by a member of staff prior to the visit if they have not been there in the last 12 months prior to the visit. Even if the venue has been visited in the last 12 months the leader must check there have been no major changes. The group leader must complete the necessary risk assessments and attach them to the EVOLVE form. Once the risk assessments have been checked by the EVC they are to be printed and signed by all the adults (including volunteer adult helpers) going on the visit. Copies of these must be carried by the group leader during the visit, and one copy should be given to the EVC to be kept in the Educational Visits file.
- If the visit requires an overnight stay, or involves water, permission must be given by the Principal before the visit can go ahead. The visit must be submitted for authorisation at least 6 weeks before the date of the visit.

- If safety is in doubt the visit must not take place.

### **STOPPING AN ACTIVITY OR VISIT**

If, during the course of the visit, the level of risk to any pupils is assessed as being unacceptable, the group leader must stop the activity. If the level of risk is unacceptable and the group leader is reluctant to stop the activity other adults must overrule the group leader. This must be reported to the Principal.

### **EMERGENCY PROCEDURES**

The following items must be taken on the visit:

- Risk assessments
- Medication needed by individual children - including inhalers
- Copies of an individual child's health care plan.
- Mobile phone with school contact number (if visit is outside school hours, contact numbers for a member of the Leadership Team must be carried).
- First aid kit
- Contact details of the parents/carers (only to be used if contact cannot be made with school)
- In case of emergency the Visit Leader should contact the School/member of the Leadership Team, and emergency services if necessary. Direct contact with the parents/carers should only be made by the group leader if contact cannot be made with school or member of the Leadership Team.

### **STAFFING**

- When deciding on staffing, the overriding factor must be the safe supervision of children. All visits must have at least two members of school staff in attendance, one of whom is qualified in First Aid. The number of adults needed for the visit will be determined by the age/needs of the group and the type of visit.
- The school guidelines are as follows:
  - Reception 1:3  
This ratio is set out in the Early Years and Foundation Stage Framework. A paediatric first aider must also be included amongst the accompanying staff.
  - Years 1/2/3 1:6
  - Years 4/5/6 1:10
- The final decision will be made by the class teacher in conjunction with the EVC and Principal when planning the visit. All adults will need to have signed any risk assessments to state they have been read and understood.

- Volunteers. For day visits a DBS disclosure will not be required for parents of pupils attending the school. However, they must never have sole charge of any pupil or groups of pupils and must remain under the supervision of a staff member at all times.

## **CHARGING**

- No child is ever prevented from attending a visit because their parents/carers have not made a contribution.
- The school may request parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.
- The level of contribution will be calculated for each activity. Some activities may not take place if they are not financially viable due to lack of parental support.
- The school will comply with the law in relation to charges that may be made for the cost of activities provided out of school hours, within school hours and for board and lodging on residential courses.

## **BEHAVIOUR**

- Occasionally it may not be appropriate, on the grounds of safety, for some children to attend a particular visit. This decision will be made by the Principal during the planning stage of the visit. Parents will need to be informed.
- Children with special educational needs in relation to behaviour, emotional or a medical condition may need individual support during the visit. Extra adults must be planned for in advance and the risk assessment must include this.
- Staff who attend the visit on a 1:1 basis with a child cannot be counted in the ratio of staff to children.

## **TRANSPORT**

### **Coaches**

- Only 1 child per seat, ie 2 children per double seat, is permitted
- Seatbelts must be worn at all times
- Children may not sit on the 2 front seats
- An adult must sit near the emergency exit(s)

### **Cars**

- The member of staff must be insured to carry children (business use)
- Booster seats must be used by children who are under the height of 135cm (approximately 4ft 5ins)
- Seatbelts must be worn at all times

## Walking

- A member of staff should be at the front and the back of the line. These adults should wear hi-visibility jackets.
- Any other adults should be spread out amongst the children
- Children should walk in pairs or in single file away from the edge of the road.
- When crossing a road, pedestrian crossings must be used as far as possible, but if the traffic must be stopped, the adult should wait for a safe break in the traffic or until the traffic has stopped. Children should cross in their lines.

## EMERGENCY AND CRITICAL INCIDENT PLANNING

Visit Emergency Plan

Critical Incident Plan

Emergency Plan

Emergency Procedures for each trip

VE and SCr to further develop the above using the guidance from the Outdoor Education Advisors Panel - to be in place for January 2022

## COVID-19 ADDENDUM 17th May 2021- 21<sup>st</sup> June 2021

Please refer to pages 47-49 and also Annex C of the [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94421/schools-coronavirus-operational-guidance) (England)

The sections in italics are excerpts from the above document. There are also references to Outdoor Education Advisors Panel documents which SJPA have partly adopted as guidance for Educational Visits and Learning Outside the Classroom activities.

[4 - Good Practice | \(oeapng.info\)](https://www.oeapng.info) - section 4.4k Coronavirus is useful

### *Educational visits*

*We recognise the significant benefits of educational visits for children's educational development, as well as their mental health and wellbeing. We are taking steps to allow pupils to enjoy visits in line with the government's roadmap. The roadmap is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests. For that reason, all dates are indicative and subject to change. This advice has now been updated to reflect the Prime Minister's announcement regarding Step 3. Advice will continue to be updated in line with the roadmap.*

### *Educational day visits*

*In line with the roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. You should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits.*

### *Domestic residential educational visits*

*In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. You should keep children within their consistent groups (bubbles) for the purpose of the visit. Risk assessment for residential educational visits Annex C sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. You should undertake full and thorough risk*

*assessments in relation to all educational visits to ensure they can be undertaken safely. You should consider the principles set out in the system of controls and annex C to assure yourself that you are taking children into a safe environment.*

### *New bookings*

*For new bookings, whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, schools should be able to secure appropriate travel insurance for other aspects of their visit. Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place. 49 Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include: insurance backing of 'COVID-19 guarantee' extended payment terms financial protection in case of insolvency membership of industry organisations You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation. If unsure contact organisations such as the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI) for independent advice on insurance cover and options*

### **BUBBLES**

SJPA uses year group bubbles to help reduce the transmission of Covid-19. During visits, these bubbles should be maintained and not mixed. Only staff and members of the school workforce who are part of that established school bubble should accompany educational visits. The guidance states parents, carers and volunteers should not accompany the group to maintain the integrity of the bubble.

Bubbles should not be mixed on transport either.

An emergency plan should be included in the risk assessment in case a staff member or pupil exhibits Covid-19 symptoms during the visit.

### **COVID PROTOCOLS AND PROCEDURES**

The system of controls already stipulated in the academy's COVID-19 risk assessment must be followed at all times during a visit both indoors and outdoors. This includes social distancing, consistent bubbles, hand and respiratory hygiene, face coverings when required and isolation of a person developing COVID-19 symptoms. These control measures must be included in the visits risk assessment and shared with all relevant staff.

This is subject to change on 21<sup>st</sup> June following the Roadmap easing of Covid-19 restrictions.

This policy was drawn up by Miss Evans, the Academy Principal and Mrs Craddock, the Educational Visits Co-ordinator.

It was presented to and approved by the Local Academy Committee on 6 July 2021.

To be reviewed in July 2022.