



Hilderthorpe
PRIMARY SCHOOL

Aiming High ~ Reaching Higher

Educational Visits Policy

Policy Reviewed: June 2023

Approved by Governors: June 2023

Policy Review Date: June 2024

Educational Visits

We believe this policy should be a working document that is fit for purpose, represents Hilderthorpe Schools' ethos, enables consistency and quality across the school and is related to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We encourage educational visits as we believe they offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education. An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all current national and local documentation before any educational visit is authorised.

When planning an educational visit we will ensure that any third party provider such as a third party person/organisation contracted to organise/deliver all or part of the visit or just supervise pupils, meets our needs, expectations and has appropriate accreditation.

Before a visit to an unfamiliar facility or venue the visit leader will undertake a preliminary visit to ensure the suitability of the venue/facility.

All school personnel attending an educational visit are trained in safeguarding procedures in order to ensure pupils' safety and to cover all eventualities such as high-profile terrorist threats when visiting such places as London.

We believe that we are an educationally inclusive school so therefore we will ensure all children are included on educational visits including those with special educational needs, disabilities or other special conditions or social circumstances. Additional adult support will be provided.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has:

- appointed a member of staff to be the Coordinator for Educational Visits;
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:

- o the school complies with all health and safety regulations and procedures;
 - o all risk assessments are in place,
 - o emergency plans are in place;
 - o insurance cover is in place;
 - o adequate supervision is in place;
 - o the needs of all pupils are catered for.
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
 - responsibility for ensuring that the school complies with all equalities legislation;
 - nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
 - responsibility for ensuring funding is in place to support this policy;
 - responsibility for ensuring this policy and all policies are maintained and updated regularly;
 - responsibility for ensuring policies are made available to parents;
 - the responsibility of involving the School Council in:
 - o determining this policy with the Governing Body;
 - o discussing improvements to this policy during the school year;
 - o organising surveys to gauge the thoughts of all pupils;
 - o reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - o visit the school regularly;
 - o work closely with the Headteacher and the coordinator;
 - o ensure this policy and other linked policies are up to date;
 - o ensure that everyone connected with the school is aware of this policy;
 - o attend training related to this policy;
 - o report to the Governing Body every term;
 - o annually report to the Governing Body on the success and development of this policy.
 - responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- consider the following before sanctioning and authorising any educational visit:
 - o the educational benefits of the visit
 - o the travelling time to and from the venue
 - o the health and safety factors
 - o the third party provider has appropriate accreditation
 - o the overall suitability of the venue / facility
- ensure the following safeguarding procedures are in place before sanctioning and authorising any educational visit:
 - o The correct adult : pupil ratio
 - o Trained first aiders
 - o First aid kit
 - o Medication for specific children
 - o High visibility vests for all children and adults
 - o School mobile phones
 - o All adults to carry a mobile phone
 - o A list of all pupil emergency contact numbers both mobile and landline
 - o A clear telephone tree for use in an emergency
 - o School personnel trained in emergency procedures if an incident should occur
 - o Alternative transport routes planned and printed
 - o Identified safe place(s) of refuge to go to in case of a major emergency
- ensure that the Coordinator for Educational Visits and Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit;
- ensure all accidents and emergencies are dealt with and reported;
- ensure all relevant insurance cover is in place;

- monitor the effectiveness of this policy by:
 - o monitoring learning and teaching through observing lessons
 - o monitoring planning and assessment
 - o speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.

Role of the Educational Visits Coordinator

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
 - o organising and supervising educational visits
 - o risk assessment
 - o emergency procedures
 - o medical and first aid
 - o pupil behaviour and discipline
 - o supporting pupils with additional learning needs
 - o outdoor activities
 - o water safety
 - o dealing with the media
- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Body;
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of Party Leaders

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- accommodation details;
- the year group and pupil numbers;
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records;
- the number of adults;
- Disclosure and Barring Service checks of parent helpers;
- adult pupil ratio;
- insurance;
- costings of the visit;
- coach firm and contact details;
- travel arrangements;
- itinerary of visit;
- medical and first aid;
- school mobile phone;
- emergency procedures.

Role of other Supervising Adults

The party leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community.

Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

Accident and Emergencies

In the event of an accident or an emergency the group leader will:

- be in charge of all accidents and emergencies;
- assess the situation by establishing the nature and the extent of the problem;
- take charge of the incident;
- account for all members of the group;
- ensure all school personnel undertake their allocated roles and responsibilities in an emergency;
- ensure all injuries are dealt with;
- contact the emergency services for assistance;
- ensure an appropriate adult accompanies any casualties to hospital;
- alert school to the nature of the accident / emergency;
- ensure the safety all members of the group;
- record and report all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents in the case of an incident;
- deal with any reports or interviews to the media;
- consider the emotional needs of any member of the school group who may have been affected by the incident;
- complete the appropriate accident and incident forms;
- comply the RIDDOR regulations;
- monitor, assess and review the incident;
- update this policy in line with the findings from the review.

Recording an Incident

All incidents must be recorded either during the incident or as soon after the incident.

The following should be recorded:

- Date
- Time
- Location
- Nature of the incident
- Names of casualties and their injuries
- Names of those taken to hospital
- Approximate times of all communications to:
 - o Emergency services
 - o School
 - o Parents

- o Local hospital
- o Other
- Names and contact details of any witnesses
- Outcome(s) of the incident

Recommended Adult to Pupil Ratios

We will use the following adult pupil ratios (England):

| Primary Schools | | |
|-----------------|----------|----------|
| EYFS | Year 1-3 | Year 4-6 |
| 1:3 | 1:6 | 1:15 |

Medical and First Aid

The group leader will ensure:

- staff are trained in first aid;
- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured;

Authorisation of Educational Visits

The Headteacher will:

- authorise all short term or day educational visits;
- seek the approval of the Governing Body and the Local Authority for a residential visit.

Role of the Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;

- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit;
- undertake training in the above role;
- be allocated named pupils during the visit;
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- hand in homework on time;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- be asked to take part periodic surveys conducted by the school.

Planning and Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

Role of the Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear appropriate clothing for an educational visit or school uniform;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/ Carers

Parents/carers will

- be aware of and comply with this policy;
- give consent before any educational visit involving their child takes place;
- provide all relevant medical information and up to date contact details for their child;
- receive from the school all relevant information regarding the planned educational visit takes place.

Training

The Coordinator for Educational Visits will:

- undertake training organised by the Local Authority;
- train all Party Leaders and volunteer helpers
- ensure all school personnel have equal chances of training, career development and promotion;
- ensure all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - o All aspects of this policy
 - o Health and Safety
 - o Risk Assessment
 - o Accidents and Emergencies
 - o Medical and First Aid
 - o Reporting of Injuries, Diseases and Dangerous Occurrences
 - o Charges, Voluntary Contributions and Remissions
 - o School Minibus
 - o Equal opportunities
 - o Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Financial and Travel Arrangements

The school office will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements and dealing with reputable travel firms;
- ensure the school minibus complies with all regulations and appointed drivers are suitably qualified, experienced and insured.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Covid 19

LA advice is that all Educational Visits should be cancelled until further notice. Prior to the Government announcement in Jan '21, a Covid Specific Risk Assessment was put in place by the LA. Please see attached.

Emergencies on School Visits

Whilst serious incidents on school visits are extremely rare, schools should make sensible preparations to deal effectively with any emergencies that may occur.

Visit leaders should be briefed and trained how to deal with possible emergencies (e.g. providing first aid to an injured group member, dealing with a lost group member, responding to a coach accident) and how to obtain assistance from managers and the emergency services. Visit leaders and managers should be aware of how to notify the local authority for additional support if necessary (the Council's 24-hour emergency contact line is 01482 392999).

Prior to an offsite visit, at least one suitable staff member (usually a senior manager) should be clearly designated as the Emergency Home Contact, and they should be contactable throughout the visit in the event of an emergency. This person must have access to documentation related to the trip (e.g. group lists and next of kin contact details), and be adequately trained and prepared to support the visit leader and obtain extra help if required.

The Emergency Home Contact and other senior managers should be briefed and trained how to respond if they are contacted by a Visit Leader for assistance and support.

Further information and advice can be obtained from the LA Visits Guidance (see Chapter 14 Emergency Procedures) via

<http://www.eriding.net/all-ages/educational-visits/visits-guidance/la-guidance-for-visit-leaders-and-managers/#Visits-Guidance-VG>

You could also contact the Education Visits Consultant for advice on developing your plan on 01482 392417.

Responding to an emergency can be exhausting and potentially upsetting. Staff cannot work indefinitely and during a protracted incident it will be necessary to consider shift patterns. The timing of shift changes should be staggered to ensure replacements have an opportunity to be briefed properly and become accustomed to their role.

Delayed Returns

If a trip is going to be delayed returning to school, the Visit Leader will contact the school office, who will send a text to parents informing them of the delayed return and also the estimated time of arrival.

Planning and Approval Procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

- **EVOLVE**
- ***Specific Risk Assessment***

Category 1 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 1 visits should be submitted for approval:

- ***At the beginning of the academic year to obtain "blanket approval" for the year? and/or***
- ***At least 2 weeks in advance of the first of a series of visits.***

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

- **EVOLVE**

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

- ***In addition, the Governing Body are informed each term of visits that will take/have taken place?***

Category 2 visits should be submitted for approval:

- ***At least 2 weeks in advance of the first of a series of visits.***

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using EVOLVE Online

Category 3 visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally - by the LA Educational Visits Officer

Category 3 visits should be submitted for approval:

- ***At least 6 weeks in advance of the first of the visit.***

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE Online

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally - by the LA Educational Visits Officer

Category 4 visits should be submitted for approval:

- ***At least 6 weeks in advance of the first of the visit?***

For visits with significant financial commitment, initial "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they **MUST** be given an additional subcategory "A" classification:

Sub Category "A" - HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be recorded using EVOLVE Online. All Sub Category "A" visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally - by the LA Educational Visits Officer

All Sub Category "A" visits should be submitted for approval:

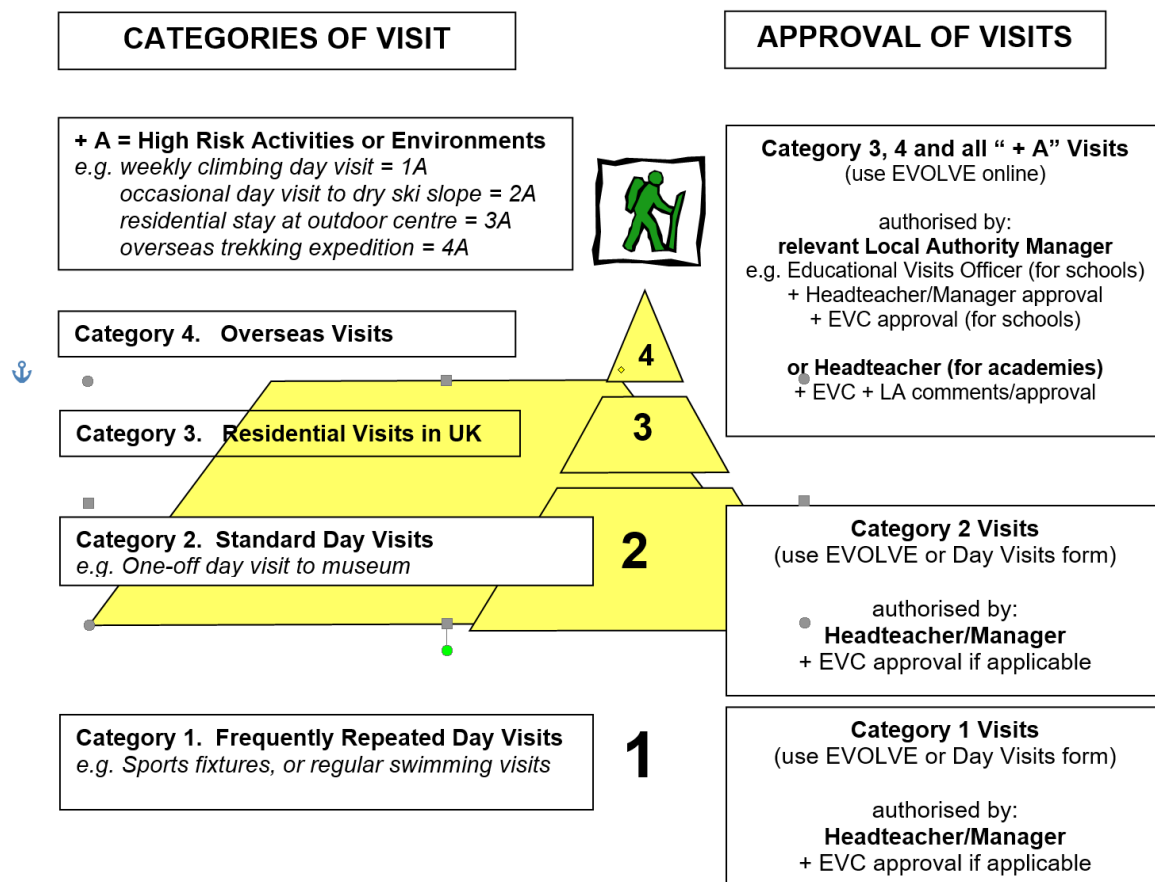
- ***At least 6 weeks in advance of the visit***

For visits with significant financial commitment, initial "Outline Approval" should be obtained before firm bookings are made. All staff who lead visits are required to *input their own information and assurances on EVOLVE Online*. All staff who organise and lead visits are *required to have their own EVOLVE username and password*. Staff can request their own EVOLVE username/passwords by the school EVC.

Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the insurers.

Categories of visit and approval requirements



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|--------------------------|------------|-------|-----------|
| Headteacher: | Mrs S Hall | Date: | June 2023 |
| Chair of Governing Body: | Rev R Hare | Date: | June 2023 |