



**Educational / Off Site Visits Policy**

<b>Date Policy Agreed by Governors:</b>		<b>Date Policy to be Reviewed:</b>	
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**Introduction**

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

**Aims and Objectives**

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

**Types of visits organised by the school**

At Hallgate Primary School, we offer a wide range of educational visits, including day visits linked to curriculum topics, visits in and around Cottingham, adventurous activities to promote team building and residential visits for Years 4 and 6, to provide an opportunity for children to experience independence. It is expected that each class will go on at least one visit per term; these are identified on Medium Term Plans.

**Compliance**

The Educational Visits Policy complies with the LA’s “Guidance for the Management and Leadership of Off Site Visits.” This policy should also be read in conjunction with the other relevant school policy documents, including the following:

- Health and Safety
- Charging
- Safeguarding / Child Protection
- Equal Opportunities / Inclusion / SEND
- Behaviour

**Access to Policies and Guidelines**

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information



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can be accessed. The local authority 'Guidance for the Management and Leadership of Off Site Visits' is accessible via Evolve Online (<https://evolve.edufocus.co.uk>).

**Roles and responsibilities (for details see LA Offsite Visits Code of Practice)**

The Headteacher has overall responsibility for all the school's educational visits.

New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

If the Headteacher is absent or unavailable, the Deputy Headteacher will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits under the guidance of the EVC.

At Hallgate Primary School, our Educational Visits Coordinator (EVC) is Chrissie Shiels (appointed 01.09.2019 / training (refresher) completed July 2022).

The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by the school office, for example sending out parent letters, obtaining medical details and consent forms, advising on financial charges, booking visits and transport. This is provided by Michelle Thompson (Admin Officer) and Heather Ounsworth (Admin Assistant).

The Governing Board representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is Simon Crosby.

The **LA Educational Visits Officer** is:

Miss Clare Johnson

Tel: 01482 392417

Email: [clare.johnson@eastriding.gov.uk](mailto:clare.johnson@eastriding.gov.uk)



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**Advice and Guidance**

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Staff are advised to seek guidance at the earliest opportunity when planning a visit, so all aspects can be carefully considered.

**Training**

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the School Business Manager and stored on Evolve / ScholarPack.

The school ensures the following training opportunities with regard to educational visits are made available:

- Training for Headteachers through LA/EVO on arrival at the school and every 5 years (or more regularly, if required).
- Training for EVC on taking up the position, including update courses every 3 years.
- Training for Visit Organisers, Group Leaders and Teaching Staff every 5 years (or more regularly, if required).
- Training for ECTs and new staff (by EVC) prior to taking part in a trip.
- Training for TAs and helpers prior to a visit taking place (by the visit organiser).
- In house training at staff meetings as required/raised under H & S item on agenda.

**Monitoring**

To assure quality of standards on educational visits:

- The Headteacher will accompany at least one visit per year to monitor real practice and to assist with the review of policies and procedures.
- Records of these monitoring visits are stored in the HT folder under Health and Safety: Educational Visits.
- The EVC/Headteacher will complete the Manager Review (an online audit of our school's educational visits policies and procedures that is accessible online via [www.eriding.net/educationalvisits](http://www.eriding.net/educationalvisits)) and share the findings with the Governors and the LA Educational Visits Officer. This will be completed at least every 3 years or whenever a new Headteacher is appointed.



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- Updates on visits are provided to governors on a regular basis; this is via the Health and Safety Committee.

Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the Headteacher and Chair of Governors.

**The following should be read in conjunction with the corresponding chapters in the LA “Guidance for the Management and Leadership of Off Site Visits”**

<http://www.eriding.net/all-ages/educational-visits/visits-guidance/la-guidance-for-visit-leaders-and-managers/> which provides additional information and policy statements that are specific to the school:

### **1. 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. visits into Cottingham, Sports Events, Swimming lessons, etc.

Category 1 visits should be recorded using:

- In house **Initial Visits form** to be completed; this is available on the Staff Shared drive (this is also available within Appendix 1). This form needs to be completed and authorised by the Headteacher **at least 3 weeks prior** to the proposed visit, then passed to the school office to arrange transport/bookings, etc. Staff are urged to speak to the Headteacher / office staff at the earliest opportunity regarding visits, so preliminary arrangements can be made and aspects of the visit can be discussed, e.g. staffing, possible dates, etc.
- LA Day Visits form (recurring) which will be completed at the beginning of each academic year initially by EVC and discussed with relevant staff members.
- Specific risk assessment if the hazards/additional staff needed due to behaviour/SEND/Medical are an issue.

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



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at least 2 weeks in advance of the first of a series of visits.

For all visits/events, “Outline Approval” should be obtained from the Headteacher before firm bookings are made.

**Category 2 – DAY VISITS (NON ROUTINE)**

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

Category 2 visits should be recorded using:

- In house **Initial Visits form** to be completed; this is available on the Staff Shared drive (this is also available with Appendix 1). This form needs to be completed and authorised by the Headteacher **at least 6 weeks prior** to the proposed visit, then passed to the school office to arrange transport/bookings, etc. Staff are urged to speak to the Headteacher / office staff at the earliest opportunity regarding visits, so preliminary arrangements can be made and aspects of the visit can be discussed, e.g. staffing, possible dates, etc.

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 2 visits should be submitted for approval:

at least 2 weeks in advance of the visit.

**For all visits/events, “Outline Approval” should be obtained from the Headteacher before firm bookings are made.** “Outline Approval” must be obtained as follows: Day Visit (Routine) at least 3 weeks before, Day Visit (Non Routine) at least 6 weeks before. Governors may be made aware of visits as part of the Headteacher Report to governors and / or within the termly Health & Safety Committee meeting.

**Category 3 – UK RESIDENTIAL VISITS**

Visits that involve one or more nights away from home in the 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 and Governor support), and

Externally – by the LA Educational Visits Officer

Category 3 visits should be submitted for approval:

at least 12 weeks in advance of the visit.



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**For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.** These visits will typically involve an information meeting for parents, ahead of any bookings being made.

**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 and Chair of Governors support), and

Externally – by the LA Educational Visits Officer

Category 4 visits should be submitted for approval:

6 weeks in advance of the visit.

For all visits/events, “Outline Approval” should be obtained from the Headteacher 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 (see EVC to request username/password).

All Sub Category “A” visits should be checked and approved:

Internally - by the Headteacher (with EVC and Chair of Governors 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 all visits/events, “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. The school EVC is available to assist staff to input information and assurances on EVOLVE Online.



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All staff who lead visits are required to have their own EVOLVE username and password. Staff can request their own EVOLVE username/passwords by asking the school EVC.

**2. 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 LA insurance. Visits will be identified on Medium Term Plans, where curricular links will be evident.

**3. Selection of young people**

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

Discussions with the Headteacher and parents/carers must take place where there are significant concerns with regard to behaviour or wellbeing of an individual pupil participating in the visit. Every effort should be made to include all pupils in visits, but the school reserves the right to exclude a pupil from a visit where there are issues of safety.

Pupils with 1:1 support in school will continue to have 1:1 support on school visits. There may be times when parents are invited to support their child on a visit; this will be discussed with parents in advance and the reasons will be discussed. There may also be other children who require 1:1 support on a visit, who wouldn't normally have this level of support within school. For pupils with additional needs, contingency plans will be made, e.g. how they will return to school, etc.

Children of staff will not be allowed to accompany staff on any visit unless that child is a member of the group taking part in the visit.

Before taking children out of school on any visit an up to date list of participants must be left with the office staff; this will be available on ScholarPack. Where parents drop children off at activities (e.g. sports matches) the lead teacher will telephone through to the school office with the names of all pupils present. This information will be used to update the register in school.



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Where children are away on residential visits or on visits outside of school hours, a list of participants and contact details must be left with the emergency visits contact (Headteacher and/or Deputy Headteacher).

**4. The Overall Group Leader/Visit Organiser**

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher. This will be based on the complexity of the visit and the previous experience of the leader. All staff who have a login for Evolve must complete the personal record and keep it updated - at least annually.

- Overall Group Leaders should normally have been a Deputy Leader on at least 3 similar visits.
- Residential, Overseas and High Risk Activities must be led by a teacher experienced in leading visits, and who has experience of accompanying a residential/high risk visit.

The Headteacher will require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience

**5. Deputy, Assistant and Volunteer Leaders**

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Deputy Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader. Deputy Leaders must be a member of staff.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise. Children of staff will not normally be allowed on a visit unless they are already a member of the group participating in the visit. If this is the case the child will not be in a group with their parent during the visit.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid



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training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits, paediatric training for EYFS). The School Business Manager ensures that the majority of staff have up-to-date first aid training.

- **All visits require a teacher in charge.** Additional adults can be made up of teaching assistants and volunteers.
- All visits should be accompanied by two members of staff (ideally, at least one teacher).
- Parents / volunteers must not be left in charge of individuals or groups of children without the supervision of a member of staff.
- Where possible, parents and volunteers should have a current DBS check. For one off visits this is not always necessary, but parents / volunteers should not be left alone with children and must remain under the supervision of a member of staff. Staff will be made aware of anyone not DBS checked, e.g. volunteers / parents.
- A member of staff with appropriate up to date first aid training should accompany every visit. If for any reason this is not possible, permission must be obtained from the Headteacher for the visit to proceed. It is the responsibility of the Visit Leader / EVC / Headteacher to ensure that an appropriate number of first-aiders are accompanying a visit.

### 6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

The LA's "Guidance for the Management and Leadership of Off Site Visits," provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Educational Visits Officer, if necessary), as part of the risk assessment and management process.

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances.

Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities.



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The local authority recommended staffing ratios are available within Appendix 2.

Visit Leaders must gain approval from the Headteacher regarding proposed staffing ratios at least 2 weeks prior to a visit for a category 1 and 2 visit and at least 6 weeks prior to a category 3 or 4 visit or a High Risk visit.

- For staffing ratios on all visits follow ERYC guidelines as a starting point. Final decisions should be made with reference to the needs of individual children and the nature of the visit.
- Where children require 1:1 adult support; these staff should not be included in the overall staffing ratio.

**7. Selection and suitability of accommodation or venues to be visited**

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are **suitable, satisfactory, and acceptably safe**.

Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

- Visit leaders are expected to have carried out a pre visit inspection.
- Where residential visits take place, staff must be accommodated in a separate room to the children.

**8. High risk activities and environments**

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by



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virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, Headteacher, Governors, and Local Authority.

Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- on the EVOLVE online database - this needs to be updated regularly, at least annually.
- In respect of qualifications a record will be kept by EVC.

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

### **9. Risk assessments and management**

The school has a legal duty of care for its young people and must therefore give careful consideration to the hazards involved during an educational visit, ensuring that risks are managed at reasonable and acceptable levels.

**Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.**

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided.

A master copy of all risk assessments and visit information is kept in school and is to be signed by all staff/adults accompanying the visit and the Headteacher and EVC.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk



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management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

A set of written generic risk assessments and a blank specific visit form is available via EVOLVE Online.

### **Key information for visits:**

- The local authority has produced generic day visit risk assessment templates and one of these should be used for day visits, depending on the method of travel. The most commonly used one is GRA2.
- Staff are asked to read the 'Generic Risk Assessment User Guidance' to support completion of this document - this is available in Appendix 3.
- Day visit templates need to be shared with the Headteacher / EVC for information and signed by the visit leader. These risk assessments must be shared with all staff accompanying the visit. A revised version (with individual pupil's information removed) may be shared with adult / parent helpers and volunteers.
- The risk assessment should then be attached to Evolve.
- Many venues have their own risk assessments; these must be reviewed and attached to Evolve. This can then be used in conjunction with our own risk assessments.

### **10. Insurance and finance arrangements (including charging arrangements)**

The Headteacher and EVC must ensure that adequate insurance arrangements are in place for all educational visits and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The school pays annually for LA School Journey insurance which covers all school visits within the UK (providing the visits are correctly approved). If staff are planning a visit abroad, they are advised to complete the Insurance Proposal form for visits (available on Evolve) and email the form to the Council's Insurance Team ([insurance@eastriding.gov.uk](mailto:insurance@eastriding.gov.uk)).

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;



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- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

#### **Charging arrangements (for more details see school Charging Policy)**

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only.

For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:

- any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

**The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.**

Where it is not permissible to charge parents, any subsidy may come from:

- school funds
- donations from the Friends of Hallgate Primary School
- Pupil Premium Grant (for those children in receipt of this).

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school Charging Policy), but any charge made in respect of individual pupils will not exceed the actual cost



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of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are expected to contribute. The school will normally charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals may be exempt from the cost of board and lodging during residential visits. At Hallgate Primary School, we look to subsidise children in receipt of PPG to enable them to attend residential visits.

### **11. Transport**

As part of the overall risk assessment process, the Visit Organiser/EVC must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work Policy", Visits Guidance (see chapter 12), and generic risk assessments that give detailed recommendations for all standard forms of transport.

- The school will use Local Authority approved transport providers where possible (or must have been checked using Coach/minibus hire company enquiry EV3 form)
- Seat belts must always be worn, by adults and pupils
- Booster seats should be used in line with legal requirements
- Pupils should always be dropped off at school after a visit
- A first aid kit will be taken on all visits
- Visit leaders must carry a fully charged mobile phone (in an emergency excessive phone bills will be reimbursed by school)
- In an emergency Visit Leaders will contact the emergency services if necessary and the emergency contact at school who will notify parents as necessary

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach
- sit near emergency exits
- check that all children's seat belts are securely fastened before the vehicle starts moving.



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The use of private cars must be avoided, however if it is absolutely necessary, the Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc.;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts);
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits, etc);
- drivers have appropriate MOT and insurance – including business cover for employees.
- ensure that two adults are present, to ensure safeguarding in relation pupil(s) being transported.

**12. Parent/Guardian information and consent**

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Wherever possible, parents will be made aware of a planned visit in advance (when the initial form is completed). Information meetings may be organised, if required.

Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the EVC and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the Administration of



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Medicines policy or the LA's "Guidance for the Management and Leadership of Off Site Visits". Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

### **School specific policy regarding parent information and consent, in particular:**

- When children start school written consent is obtained for local visits in Cottingham.
- Parents will be informed of dates, times, venues, activities and purpose of all non local visits and sporting events by email.
- Parents will be asked to sign to say they have understood that the visit is taking place.
- For residential visits and adventurous activities, parents will be asked for consent.
- Parents will be invited to a meeting for all residential visits.
- Letters and information about visits will be on the website.
- Gathering medical information and emergency contact details is an integral part of all visits.
- Parents will be informed by text of late returns to school.
- The emergency procedures will be followed in the event of any emergency or incident on a visit.

### **13. Staff briefing and emergency procedures**

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.

The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the Medical Room. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

- Emergency contact numbers will be given to staff on a visit.



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- If the visit is taking place during school hours, office staff will retain a copy of the parents' contact information.
- If the visit is taking place outside school hours, staff will be provided with a copy of parents' contact information. The Headteacher and/or Deputy Headteacher will also have a copy of this information, in case of emergency.
- First Aid kit to be taken on the visit, these are checked monthly by a member of the admin staff.
- All staff must act at all times in compliance with code of conduct.

### **14. Briefing and preparation of young people**

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.

Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance, at an age-appropriate level.

- Pupil mobile phones are not permitted on any school visit
- On day visits, the school reserves the right to arrange for the early return of a pupil who is not complying with the school Behaviour Policy.
- Prior to all visits, staff will discuss conduct and behaviour expected on the visit. This will be made clear to the pupils and staff attending the visit.
- Prior to all visits, staff will explain what to do if separated from the group.
- Parents/pupils will be advised of specific clothing/uniform requirements prior to the trip.
- Prior to all visits special/medical needs and personal medication are arranged, including storage of and administration of and pupils advised who will be responsible for this during their visit.
- High Vis vests are provided for children to wear. There may be times when this isn't possible, e.g. a whole school visit. In these instances, the EVC / Headteacher will consider alternative arrangements.

### **15. Documentation (and visit records)**

The EVOLVE database will store key elements of Category 3, 4 and "A" visit details securely and indefinitely. Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school's central "Educational Visits" file in the



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school office. This information is stored until such time that the Headteacher decides that all issues / incidents arising from the visit have been dealt with fully.

If no significant incidents occurred during the visit, the school disposes of the paperwork at the end of the academic year. If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years.

If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21. Details are retained by the Data Protection Officer in line with school Data Protection procedures.

At the end of each academic year, those files which need to be retained (depending on any incident during the visit, as above), are kept in a locked metal cabinet, within a locked cupboard within school (in the archive cupboard); this will be with instructions when they can be destroyed.

Confidential information such as this is either sent to ERYC for destruction or shredded in school.

### **16. Visit Approval**

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using EVOLVE online.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Headteacher/ LA, using EVOLVE online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Headteacher/LA using EVOLVE Online. The Chair of Governors is asked for approval of Overseas residentials.

The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by the Chair of Governors

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) – not required

For high-risk day visits (Cat 1A and 2A) – email (via EVOLVE online) not required.

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - email (via EVOLVE online) to the chair of governors - residential visits only.

### **17. Visit approval status and feedback**



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The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) –

Cat 1 - Initial Visits Form and or LA Day Visits form (recurring) signed by HT

Cat 2 - email via EVOLVE with comments if applicable.

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”).

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”).

If a visit is not approved or only given “Outline Approval” by a manager, reasons for the decision must be given and any changes that would be necessary clearly stated.

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support and **should not go ahead**.

### **18. Amendments to visits**

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC / Headteacher / Governors / Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For low risk day visits (Cat 1 and 2) – By notifying in writing to EVC/Headteacher (via email)

For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording amendments. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

### **19. Post visit review and evaluation**

It may be helpful for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.



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In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit Organisers should take copies of the Accident Incident FORM (AIF) and the Accident Incident Investigation Form(AIIF), information can be obtained from the office.

Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms (available in the office).

Post-visit reviews and evaluations should be recorded and stored on EVOLVE in section 20.

Post visit reviews and accident/near misses records are reviewed termly by the Headteacher and EVC. Any lessons learned are shared with all relevant staff and Governors and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer.

**Monitoring and Review**

This policy is reviewed regularly, at least annually. However, evaluation takes place following each visit and the policy may be updated in light of this.



## APPENDIX 1 - VISITS FORM

- This form is to be completed by the Visit Leader at least **3 weeks** prior to the visit for routine visits, **6 weeks** for non-routine visits & **12 weeks** UK residential visit.
- Once completed please sign and obtain signed permission from Chrissie Shiels (Headteacher/EVCP).
- Once completed and signed, please hand to **Michelle Thompson** (MT), who will obtain costs for transport/book transport/arrange additional adult help if needed.

<b>Visit Leader</b>	
<b>Date(s) of visit</b>	
<b>Timings: Leave at</b>	



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<b>Return by</b>				
<b>Cost of Venue</b>				
<b>Cost of Transport (MT to obtain cost )</b>				
<b>Travel Method</b>		<b>Do you require the coach to stay at the venue?</b>	<b>YES</b>	<b>NO</b>
<b>Destination/Venue</b>		<b>Is a preliminary visit required?</b>	<b>YES</b>	<b>NO</b>
<b>Organising Company</b> (for residential trips only)		<b>Is company LEA approved?</b> (for residential trips only)	<b>YES</b>	<b>NO</b>
<b>Aims of visit</b>				

<b>Adventure</b>		<b>Science</b>		<b>D &amp; T</b>		<b>Geography</b>		<b>Maths</b>	
<b>Art</b>		<b>Cultural/PSHE</b>		<b>English/Drama</b>		<b>History</b>		<b>Music</b>	
<b>Sport/PE</b>		<b>Reward</b>		<b>MFL</b>		<b>IT</b>		<b>RE</b>	

<b>Number of pupils</b>		<b>Adventurous Activities?</b>	<b>YES</b>	<b>NO</b>
<b>Number of adults</b>		<b>Do number of adults comply with pupil:adult guidelines? See below for guidelines.</b>	<b>YES</b>	<b>NO</b>
<b>Teachers accompanying the group</b>				
<b>Other staff accompanying the group</b>				
<b>Other adults accompanying the group</b> (MT can help with this, contact parents/volunteers etc)				
<b>Arrangements to consider in relation to support staff, e.g. lunchtime rota, other roles in school, 1:1 support, part-time working, etc.</b>				
<b>Impact of visit on wider school; consider anything else in school</b>				



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<b>on that day (calendar), day of the week, potential issues, Breakfast / After School Club, assembly, etc.</b>	
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Signed \_\_\_\_\_ Visit Leader Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

<b>Additional Notes/Information</b>
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<b>Guidelines for Pupil: Staff Ratios</b>
<b>Early Years</b> Children aged 3 - 4 1 adult for every 5 children
<b>Other age groups</b> School Years 1 to 3 (approx. age 5 – 7) 1 adult for every 6 young people School Years 4 to 6 (approx. age 8 – 10) 1 adult for every 15 young people

**APPENDIX 2 - RECOMMENDED STAFF-PUPIL RATIOS**

**Category 1 and 2 (Day) Visits**

<p>The Early Years Foundation Stage Framework states that staff ratios on off site visits should be determined by a risk assessment of each outing. The ratio normally needs to be higher than the legal limit applicable within the school/nursery setting (1:8 or 1:13 in early years settings and 1:30 in infants classes in maintained schools) and in some cases, groups may need a much higher ratio (sometimes even 1:1). The following are recommended minimum staffing levels:</p>
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A minimum of 2 adults (EYFS requires at least one teacher and one with a paediatric first aid certificate)

**Early Years/Infants**

- Children aged 3 - 4 1 adult for every 5 children

**Other age groups:**

- School years 1 to 3 (approx age 5 – 7) 1 adult for every 6 young people
- School years 4 to 6 (approx age 8 – 10) 1 adult for every 15 young people

**Category 3 (UK Residential) Visits**

- A minimum of 2 adults
- 1 adult for every 10 young people.
- Mixed gender groups should normally have at least 1 male and 1 female leader.

**Category 4 (Overseas) Visits**

- A minimum of 3 adults
- 1 adult for every 10 young people.
- Mixed gender groups should normally have at least 1 male and 1 female leader.

**All subcategory “A” Visits involving Hazardous Activities or Environments**

- A minimum of 2 adults
- 1 adult for every 10 young people
- For hazardous activities, the staffing ratios often need to be higher than the standard ratios above, and should normally comply with the ratios recommended by each activity’s National Governing Body
- Staff should possess the relevant National Governing Body qualifications, where required.
- For hazardous activities that are led by external providers (e.g. instructors from a residential outdoor activity centre), it is good practice, wherever possible, to ensure that a Group Leader is available to accompany each activity group.

**APPENDIX 3 - GENERIC RISK ASSESSMENT USER GUIDANCE**

**Risk Assessment Procedure**

Schools and organisations are advised to follow the risk assessment procedure below:

**In preparation for each visit:**



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- 1. Visit organisers should select and download the** generic risk assessment template appropriate to the category of the visit they are leading from the resources section of EVOLVE (this should be just **one template**, unless you are going overseas).
- 2. Visit organisers should complete** the required sections of the template, paying particular attention to the bottom section of the template regarding identifying any significant hazards specific to the visit, that are **not** already covered in the generic sections of the template (e.g. where you are going, activities you will be doing and members of the group).
- 3. Visit organisers should consider** the control measures that need to be put in place to reduce the risk of the places/activities/individuals that they are running (not activities being run by a provider) to an acceptable level. The Outdoor Education Advisers' Panel – National Guidance has advice and guidance on Specific types of Visit, Activity and Hazards that can assist in completing the template  
<https://oeapng.info/downloads/specialist-activities-and-visits/>
- 4. Visit organisers should download** any risk assessments from the venue or activity provider that are relevant to their visit. (There is no need for the visit leader to risk assess any activities that are being run by a third-party provider themselves).
- 5. The Amended Risk Assessment Template** then needs signing by the member of staff who completed it, this can be done as an e-signature at the bottom of the form.
- 6. The Risk Assessment** needs to be **shared** with the other leaders on the visit but they no longer have to sign the template. This can be done by email or google docs (or another alternative sharing platform), you need to be able to evidence a circulation list if necessary.
- 7. Upload the Amended Risk Assessment Template** to the EVOLVE form for your visit.

**During each visit:**

All visit leaders should always be alert to the possibility of new hazards, and be ready to take additional precautions and adapt the planned programme, as necessary (no additional written risk assessment is necessary).