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## **EDUCATIONAL VISITS POLICY**

**(Name of School)**

### **INTRODUCTION**

Educational visits and activities enhance the curriculum providing children and young people with the opportunity to learn which cannot be replicated in the classroom. It enables children and young people to experience risk in a controlled, safe manner and to evaluate risk as part of their learning.

Whether the visit is to a local park, a swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning and notification takes place before setting off. This involves considering the dangers and difficulties which could arise and making plans to reduce them providing sufficient reassurance for staff and the pupils themselves.


Guidance for Educational Visits can be found on the web based system Evolve. The information is based on the Outdoors Educational Visits Panel (OEAP) National Guidance – Guidance for the Management of Outdoor learning, Off-site Visits and Learning Outside the Classroom [www.oheapng.info](http://www.oheapng.info) This has Government Endorsement from the [HSE web site](#)

### **MINIMUM STANDARDS**

The following specific requirements are required to achieve compliance with CYC policy

- Evolve, an online system maintained by the Health, Safety and Wellbeing Team (HSWT) is used to process all Educational Visits
- Each service has an Educational Visits Co-ordinator (EVC)
- A planning checklist is completed with evidence of control measures documented
- Providers of Transport, swimming pools and accommodation must either
  - hold an AALA licence for licensable activities - or:
  - hold an 'Adventuremark' badge - or:

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- hold a LOTC badge for non licensable activities - or:
- have adequately passed a vetting process conducted by the Health, Safety and Wellbeing Team (HSWT)

Where a provider does not meet any of the above requirements the Educational Visits will not be approved unless a full risk assessment of the provider's activity is carried out by the Visit Leader in conjunction with the provider and the HSWT

- Travel, self led activities and free time not managed by a provider, must be risk assessed by the Visit Leader and effective control measures put in place to reduce these risks
- The following Educational Visits are notified on Evolve to the HSWT within a minimum period of 3 weeks:
  - overseas visits
  - residential visits
  - 'adventurous activities' which includes anything involving open water /water margin activities and anything involving remote supervision over a large area
- Adequate supervision is provided to cover emergencies
- All staff involved in Educational Visits have the correct level of experience and have received adequate training, information and instruction
- All participants are made aware of their responsibilities in ensuring the safety of themselves and others
- Educational Visits do not take place without the appropriate approval of the Service Head (SH) and the HSWT where required
- All incidents and near misses on Educational Visits are reported and investigated following the CYC Incident Reporting Compliance Note (CYC/HS/CN2)
- Educational Visits are monitored by the school and the HSWT to ensure policies and procedures are complied with and shortfalls addressed

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## SUMMARY OF RESPONSIBILITIES

### Head Teacher

- Ensure compliance with CYC's minimum standards
- Set school policy for Educational Visits
- Appoint an Educational Visits Co-ordinator (EVC) or take on the EVC responsibilities
- Give approval for all Educational Visits using Evolve
- Ensure Visit Leaders are allowed sufficient time attend training and organise visits properly
- Ensures competence of EVC and Visit Leaders
- Monitor and evaluate visits in schools in conjunction with the EVC and Governing body
- Put in place emergency procedures for Critical Incidents and contingency plans for sickness
- Report and investigate any incidents


### Visit Leader

- Accompanies and runs the activity
- Ensures compliance with CYCs minimum standards
- Planning & Risk Assessment
- Monitor and evaluate visits in schools
- Ensures that all participants are aware of their roles
- Staffing, money, parental consent obtained.

### Educational Visit Co-ordinator

- Ensure compliance with CYCs minimum standards
- Attend the EVC Training
- Approve visits on Evolve and support the Head Teacher with approval decisions
- Ensure the correct authorisation is sought and granted
- Co-ordinate the process so that visits are notified to the Health, Safety & Wellbeing Team within 3 weeks
- Assign competent people to lead or otherwise supervise an Educational Visit
- Ensure the CYC guidance on Educational Visits has been followed by the Visit Leader
- Organise the selection, induction, monitoring and further training of Visit

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#### Leaders

- Implement the relevant child/vulnerable adult protection measures in conjunction with the Visit Leader
- Work with the Visit Leader to provide parents/carers with information about the visit and obtain the consent or refusal of parents/carers for their child to take part in the visit if necessary
- Ensure that emergency arrangements and a Base Emergency Co-ordinator is in place for each visit
- Review Educational Visits by carrying out random monitoring where high risk activities are involved to check that activity guidelines are followed and advise the Head Teacher where adjustments may be necessary
- Review compliance with CYC minimum standards

#### Governing Body

- Monitor the local Educational Visits policy in conjunction with the Head Teacher and the Educational Visits Co-ordinator


#### Teachers/Adult Volunteers

- Act “**in loco parentis**” (as a reasonable parent, duty in common law) when involved in Educational Visits.

#### Base Emergency Co-ordinators

- Be the main contact back at the school for all hours of the trip – contact numbers in ‘school/home contact emergency numbers’ on Evolve
- Co-ordinate a emergency response in conjunction with Senior Management and the LA Senior Management Team, following a serious incident
- Provide assistance following minor incidents
- Provide a communication link with the school, Visit Leader, Head and parents/carers

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### CYC, Health, Safety & Wellbeing Team

- Compile policy and guidance
- Manage Evolve, the web based Educational Visits, management system
- Approve high risk visits
- Monitor and evaluate Educational Visits.

### LA Senior Management Team

- Named senior officers must be accessible at all times in the event of a critical incident
- Provide an emergency support service
- Maintain specified insurance cover
- Monitor Educational Visits

## PROCEDURES

### Pre-Visits, planning and risk assessment

A pre-visit is recommended, to help with planning and to undertake a full and comprehensive assessment of risk


### First Aid

Risk assessment of the visit and activities will determine if a first-aider is essential. ***if possible*** a trained first-aider shall accompany each visit and adequate cover must be provided for children remaining at school.

For a day or part-day visits a trained first-aider shall be available if possible.  
 For Residential Visits a trained first-aider shall be available.

In all cases a first aid box must be readily available during the course of a visit.

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### Notification and Approval

The Visit Leader will 'ADD A NEW VISIT' on Evolve and upload a Planning Checklist and relevant Risk Assessments for the visit prior to submitting for approval

### TRANSPORT

The school shall only use coach and bus companies that comply with relevant health and safety standards. The legal requirements regarding seat belts shall be adhered to at all times. The school shall provide sufficient supervisory staff on hired coaches to ensure the health, safety and welfare of the pupils. If public transport is to be used, close supervision of the pupils must be ensured. If a hired self drive minibus is to be used a minibus qualified, staff member/s only shall drive it

If the private cars of both staff and parents are to be used to transport pupils, then the Head-teacher should be confident that the drivers and vehicles are legal. The following details need to be current:


- Valid driving license
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on school off-site visits.
- Correct child restraints for all young persons

Volunteer drivers need to sign a declaration indicating that all these requirements are in place at the time of the visit CYC/HS/F30B (part of Workplace Transport compliance, see CYC CN30). Teachers offering their services must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Spare blank copies of Declaration Forms shall be kept for emergencies where for example, a parent can no longer offer their services and a replacement is needed at short notice. There shall be no reimbursement of parents or teachers for the use of their vehicles, as this will invalidate insurance cover.

### SUPERVISION

It is important to have a high enough ratio of adult supervisors to pupils for any visit. There shall be a **minimum** requirement of 2 Adult supervisors for any Off-Site activities. On **Residential Visits this shall be 1 adult to 10** pupils or less. All possible consideration and effort shall be made to ensure both female and male adults accompany mixed group residential visits.

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## CRITICAL INCIDENTS

All staff connected with Educational Visits must be familiar with the Critical Incident Procedure. Emergency contact details and next of kin must be held for all participants together with a complete copy of the itinerary contact numbers for places being visited and the Residential Base.

All incidents and accidents occurring on a visit must be reported to the CYC Health, Safety & Wellbeing Team via the normal channels and processes

### Medical consent

During a residential visit, parents shall be asked to give their authorisation to the Visit Leader to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent is unable to give this authorisation, the Head-teacher shall consider whether the resultant risk to the child precludes them from taking part. If a pupil is included in the party where parents have not given authorisation, a clear, unequivocal protocol must be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs.


### Pupils with Special Medical Needs

If a pupil requiring specific medical needs is to take part in an off-site activity, the school shall ensure that the protocols governing the administration of medicine extends to the differing circumstances of that activity. e.g. It may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the Head-teacher or Visit Leader shall make the final decision as to whether the pupil should be included in the activity for his/her own good. Parents shall be consulted within the process, but the final decision must be with the person responsible for the visit.

## DISCIPLINE

All visits shall be conducted according to the School's Behavior and Discipline Policy. The need to ensure appropriate behavior is vital. Clear standards shall be identified and adhered to. However where a teacher feels they will not be able to 'control' a particular child adequately, where there is a real concern regarding the health & safety of the child him/herself and other children involved in the activity, then the Head-teacher shall make a final decision on whether that child is allowed to take part in the visit. In this case the

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school must make alternative arrangements to ensure that National Curriculum work developed during the visit is made available in another form to the pupil concerned.

### **VOLUNTARY HELP**


The school recognises that the success of trips and offsite often relies upon the good will of volunteers to accompany the trip. However the school shall always make the final decision as to which volunteers accompany a visit. Volunteers will normally be people well known to the school as either parents or governors.

Volunteering does not negate legal responsibilities. Every volunteer accompanying the visit should know and that they have a duty of care to ensure the health and safety of the pupils in their charge, precisely what their role is and understand that they have a responsibility to ensure they carry out that role. They must also understand that they have a responsibility to follow the instructions of the Visit Leader. Where the teacher has been able to identify volunteers well in advance these shall be made known to the children and opportunities found for the volunteers to meet the children in their care. If a volunteer is required to stay with a particular group of children a list of names of those children shall be made available to the volunteer, as shall the school's telephone number and the visits itinerary.

**When considering residential visits, all non-staff adults, usually volunteers shall be named, and background checked with the DBS.**

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## **INFORMATION & CONSENT**

### **Information to Parents**

Parents shall be always be made aware when their children are leaving the school premises in the form of a letter. This letter should include:


- Date of the visit and time duration, incl. leaving and estimated return times.
- Information relating to any special requirements, clothing, packed lunch etc.
- Details of voluntary contributions to the cost (if the visit takes part within school hours).
- Details of cost if the visit takes part mainly out of school hours, e.g. Residential.
- Any required meetings with parents (usually residential)
- Consent forms and a request for details of any child's needs (medical).

The school recognises the rights of parents to refuse to allow their child to take part in a visit. Under such circumstances the Head-teacher must make alternative arrangements for the child within school that day and the Teacher must ensure that the National Curriculum work that is being developed during the visit is made available in another form to the pupil concerned. Any children not taking part shall be required in school the day of the visit. Absence due to a refusal on the part of the parent to let the child take part shall be regarded as an un-authorized absence (Truancy).

### **EVALUATION, MONITORING AND REVIEW**

All visits will be evaluated by the Visit Leader with the EVC and the relevant documentation completed for the Health, Safety and Wellbeing Team.

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## FINANCE

### Voluntary Contributions

Any Educational Visit taking part wholly or mainly during school hours shall be free of mandatory charge. However in order to overcome financial constraints the school may ask for voluntary contributions to cover transport and entry fees. No child shall be penalised if their parents cannot or will not pay. The school shall with prudence, subsidise visits where possible at the discretion of the Head-teacher. Where 50% of the time is out of normal school hours e.g. during residential visits the trip must be fully funded wherever possible.

### Accounts

All accounts relating to visits must be kept accurately and made available for inspection by Auditors and parents. LA financial regulations must be adhered to at all times. The school shall make no financial profit from any visit, although monies may be kept to pay for administration costs. Where any monies have accrued after this they shall be refunded to the parents concerned in an appropriate manner. The Head-teacher shall account for such funds/expenditure annually to the Governing Body for acceptance.

Any organised trip, which is authorised by the school is generally covered by the LA insurance, however, obtaining policy details before taking a trip abroad should be adopted as standard practice. Policy details are available from the Insurance Section of the LA.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Head Teacher)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chair of Governors)

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