


Juniper

All Saints' Church of England Primary School



Educational Visits Policy

Date approved by FGB	September 2024
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Signed by COG	

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1 Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any staff member of All Saints' CofE Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)* see website link : www.oeapng.info/

The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at All Saints' school, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place, there should always be an adult, other than the one running the activity on the premises.

- **Gaining approval for a trip**

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas Visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits including Local Area Visits

The Governors have adopted a charging and remissions policy:

www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	Yes and formal approval by	EVC and Head
Residential	Yes and formal approval by	EVC and Head
Adventurous	Yes and formal approval by	EVC and Head
Day Visits with transport	Yes and formal approval by	EVC / Head
Local Area Visit	Yes and verbal approval by	EVC / Head

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider. See Section

www.oeapng.info/ 4.4f 4.4g and 4.4h- Note the need to check on insurance / Ts & Cs / LOtCQB etc.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent :

OEAP National Guidance Document
www.oeapng.info 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

When to get consent from parents:

Parental consent to off-site activities Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

www.oeapng.info 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. A [Juniper Education online learning module](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

8 The visit

8.1 Before the visit

- A proposal form should be completed and submitted to the headteacher for authorisation at least four weeks before the proposed visit date.
- Local Area Visits must be recorded on EVOLVE using the 'Local Area Visits' form at least 1 week before the date of the visit.

- Day visits must be recorded on EVOLVE using the 'Visits' form at least 2 weeks before the date of the visit.
- Residential visits must be recorded on EVOLVE using the 'Visits' form at least 4 weeks before the date of the visit.
- Individual risk assessments may need to be completed for pupils with additional needs.

8.2 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.3 During the visit

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

8.4 On return

8.4.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.4.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is

not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment.

Some visits may incur vast amounts of money (example ski trip for 80 students £90,000)

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent : -

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: All Saints' C of E VA Primary School

11 Transport

See guidance from OEAP NG -

www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

All links to guidance documents noted should be accessed via the www.oeapng.info site
To access the most current advice/guidance. Use the keyword search to locate any document.

Reviewed:	Spring 2021
Next revision due:	Spring 2024

Appendix 1 - Extended Learning Locality (Local Area Visit)

Local Learning Area

<p>General</p>	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"> • must be recorded on EVOLVE via the 'Local Area Visit' module. <i>(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)</i> • do not require parental consent. <i>(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).</i> • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
<p>Boundaries</p>	<p>The boundaries of the Local Learning Area are shown on the attached map <i>(optional)</i>. This area includes, but is not limited to, the following frequently used venues: e.g.</p> <ul style="list-style-type: none"> • <i>All Saints' Church</i> • <i>Swimming Pool</i> • <i>Beach</i> • <i>Other Primary/Secondary Schools</i> • <i>Harwich Town Carnival</i> • <i>Peace Garden</i> • <i>Residential Home (Christmas Choir)</i> <p>We use this extended area on a regular basis for a variety of learning activities and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.</p>
<p>'No-go' areas within the Boundaries</p>	<p>e.g.</p> <ul style="list-style-type: none"> • <i>Stanley Street on market days</i> • <i>The public conveniences in Stoneydown Park</i> • <i>The road crossing at north end of High Street (use footbridge opposite library)</i>
<p>Operating Procedure for Local Learning Area</p>	

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people
 - social distancing
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

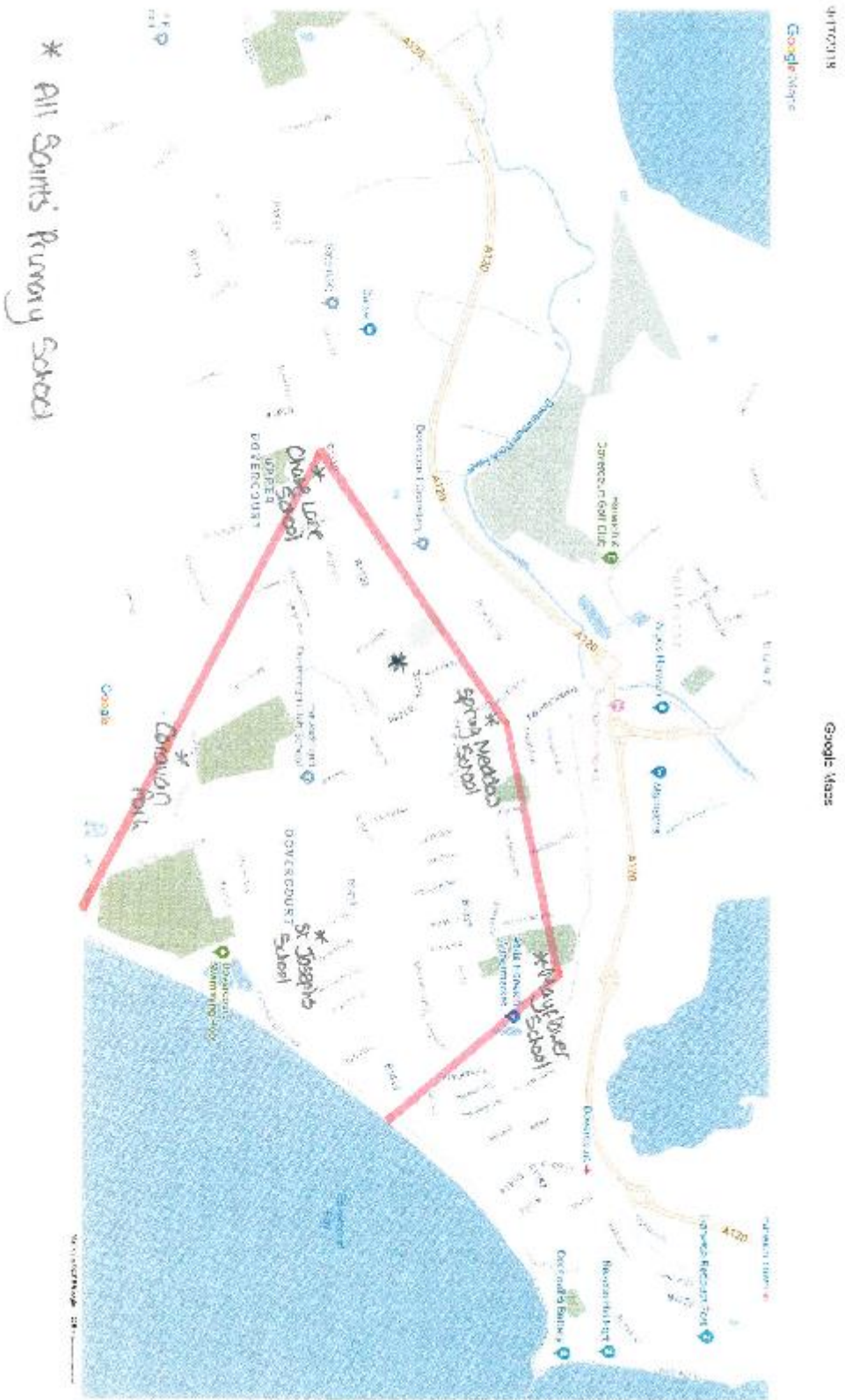
These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

Notes

Locality Map

<https://www.google.com/maps/@45.9338317, -75.7949158>



Appendix 2 – Sports Fixtures

<p>General</p>	<p>Sports fixtures which take place at another school and are either in or out of school time follow the Operating Procedure below.</p> <p>These fixtures:</p> <ul style="list-style-type: none"> • must be recorded on EVOLVE via the ‘Local Area Visit’ module. • require parental consent if outside our local learning area. • do not normally need additional risk assessments/notes (other than following the Operating Procedure below). • are organised and run by a qualified teacher/competent employee.
<p>Locations</p>	<p>Sports fixtures take place at schools and locations listed below. These include the following frequently visited venues: <i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Other Primary/Secondary Schools</i> • <i>Birch Hall</i> • <i>Little Oakley</i> • <i>Rugby Club</i>
<p>Exclusions</p>	<p>This policy does not include sporting <u>events</u> which fall under our main Educational Visits Policy, such as:</p> <ul style="list-style-type: none"> • Sports Tours • Tournaments • Any fixture/tour/tournament 20 miles or more from the school • Any overnight or Adventurous Sports fixture/tour/tournament • Activities held at a location other than those listed in the locations section above.

Operating Procedure for Sports Fixtures

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people
 - social distancing
 - members of the public
 - animals
 - etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when playing sports (rugby, football, netball etc.)
- Travel by minibus
- Parent arranged travel (which is managed inline with school/employer policy)

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure for ‘Sports Fixtures’ is explained to all new parents when their child joins the school.
- Where appropriate, the selected route takes the least busy option.
- There will normally be a minimum of two adults (at least one employee).
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE
- A mobile is taken with each group and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
- If parent arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is ‘organised’ should be clear and transparent.
- Handover/signing out procedures should be clear, planned and known in advance. School should know who will be collecting pupils, especially if this is not a known parent/guardian. The school will ensure no lone working or 1:1 situations arise with dismissal. Staff have parents’ contact numbers on hand for any no shows.

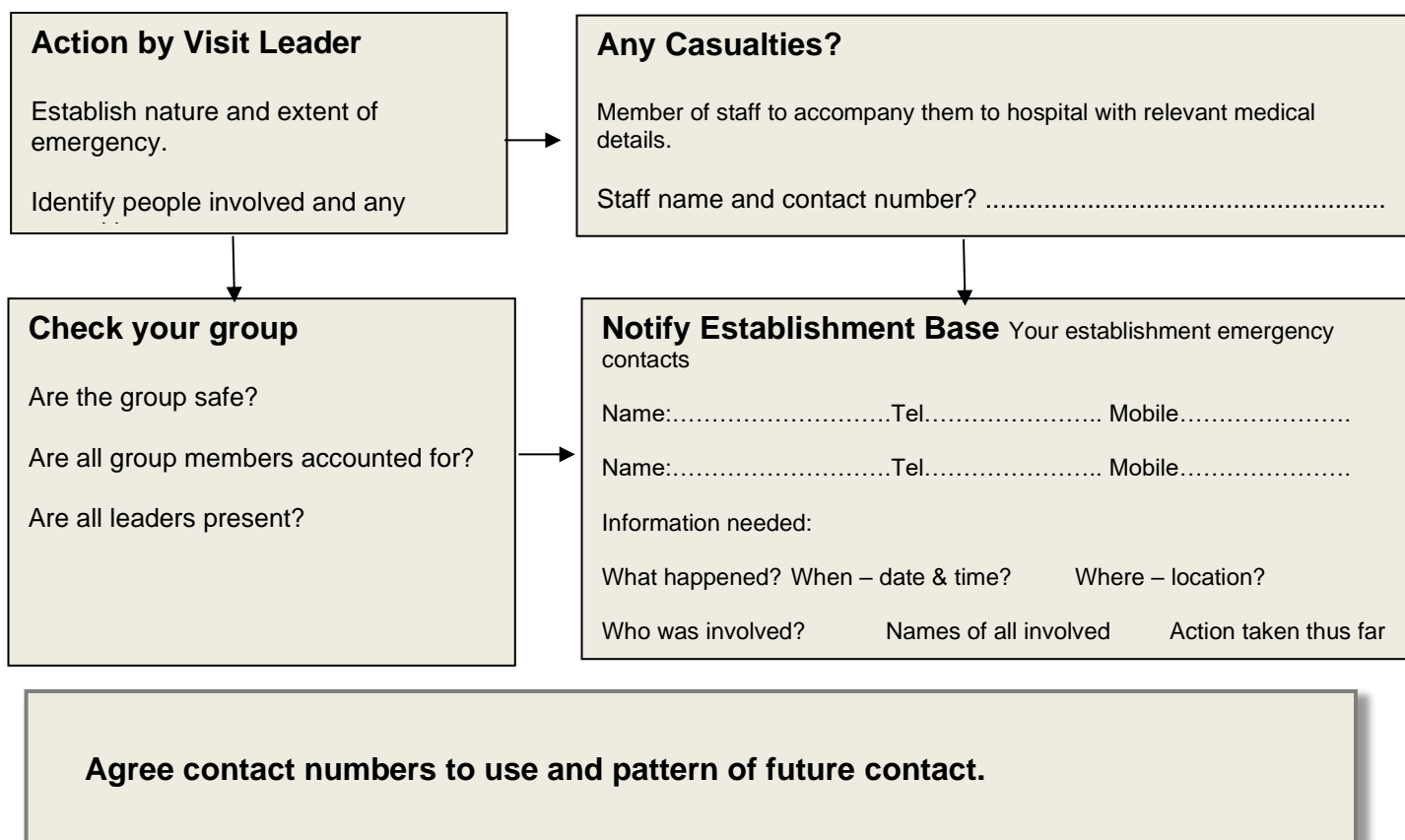
Notes

Action	When
Notify the office as soon as we are aware of an event so it can be added to the calendar	Immediately
If any after school training/selection sessions are required, notify the office so they can be added to the whole school calendar	Immediately after receiving the invitation
Speak with SM/SG regarding any staffing required for the event	A minimum of 2 weeks in advance
Complete a risk assessment, after ascertaining whether it will be a local visit or full risk assessment. Include agreed staffing on the RA	Two weeks prior to event
Letters out to parents notifying them that their child will be taking part, including permission slip (if required). Letter must include information regarding any equipment and what clothes should be worn (ie should they wear their PE kit into school that day/any changes to lunches etc). Ensure the office have an up to date list of children attending	A minimum of 1 week before the event

Check on the day of event, that all required staffing are in school.	On the day
Take photographs during the event of AS pupils – check consent before going.	During event
Evaluate the procedure and event	Up to one week after the event

Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

