



Educational Visits and Additional Site Activities

April 2023

Rationale

Educational Visits and off-site activities provide opportunities for all pupils to use stimulating and exciting environments that promote learning, personal development and understanding of the world in which they live. The large majority of off-site visits take place without incident. However, no amount of planning can guarantee that a visit will be totally incident free. The purpose of this policy is to outline how we plan and give careful consideration to potential hazards in order to greatly reduce the likelihood of an accident occurring and lessen the seriousness of those that do happen.

Purposes

The main purpose of Educational Visits and site activities is to enhance pupils' education and personal development. The aims, purposes and learning intentions of any visits and off-site activities should be clear when planning any such visits. Careful consideration should be given to the health, safety and well-being of all those participating in the visit.

Guidelines

The school uses the EVOLVE on line software to manage educational visits. There are two types of visits to be recorded, defined as either a **Local Area Visit (LAV)** or an **Adventurous Activity**.

Local Area Visits

Any visit that does not include an adventurous activity and may take place within or outside of the Local Authority. Any non-adventurous activity, that is NOT overnight or residential, can be counted as a Local Area Visit regardless of the distance from school. For example, a visit to the local library or a visit to The Natural History Museum will both be classed as local area visits. For this type of trip, staff need to complete the **green local area visit form** prior to the visit.

Adventurous Activity

Any visit that includes an adventurous activity and may take place within or outside of the Local Authority. An adventurous activity is defined as an activity which is **exciting** and **challenging** and which **involves significant inherent risk of harm**, without which the activity would lose much of its value, or which takes place in a **remote or hazardous location**. For example, a trip to the beach could be defined as Adventurous Activity because of its' potentially hazardous location. For this type of trip, staff need to complete the **blue Visit Form** at least 6 months prior to the visit. Approval from the local authority must be gained before the visit goes ahead.

The following procedures have been drawn up with reference to the borough guidelines detailed in 'Venturing Safely' and London Borough of Barking & Dagenham Children's Services

Policy and guidance governing: Educational visits; off-site activities; adventure activities; learning outside the classroom

documents and must be followed in organising any offsite visit. An educational visit planning sheet must be completed and the visit authorised by the Educational Visit Co-ordinator as far in advance as possible but at least two weeks before the visit or six months if the visit is an Adventurous Activity. The Governing Body should be informed of all off-site activities and their approval sought, however the day-to-day responsibility for this may be passed to the Head teacher.

- All visits must have clear and appropriate aims and learning intentions and must be appropriate to the age, ability and previous experience of the group.
- Children will not be excluded from a trip due to any disabilities or SEN.

- The location must be checked for suitability and facilities i.e. (safety, educational value, travelling time, cost, toilets, refreshments and shelter in case of inclement weather).
- The visit should be costed to ensure that it provides value for money and that any voluntary contribution by parents adequately covers the cost of the visit. Time should be given for parents to pay by instalments if they need to. The headteacher should be notified as soon as possible if there is a cost for the visit.

Staff member in charge

The SLT member responsible for approving the visit and checking the risk assessment.

Visit Planner

The visit planner is responsible for co-ordinating the planning of the trip and completing the visit planning sheet, risk assessment and the Evolve visit form.

Visit Leader

The Visit Leader is responsible for a group of children and adults **on the day** and throughout the duration of the visit as indicated on the visit planning sheet. For example, the class teacher will be the visit leader for their class. A member of the PE team could be visit leader for a sporting fixture. Each visit **MUST** have a safe guarding lead on the day. This can be the Visit Leader.

- Prior to any visit, the Visit Planner must gain agreement in principle from the Staff member in charge for the visit to go ahead.
- The Visit Planner must then work with their team to complete part one of the risk assessment/planning record and have this signed by a senior leader and/or the Educational Visit Co-ordinator (EVC).

Careful consideration should be given at this stage to children for whom special arrangements need to be made e.g. those with SEND, medical needs or behaviour difficulties. Where appropriate, the specific needs and required provision for individual children should be considered as part of the risk assessment. It is expected that all educational visits will be accessible for all pupils. If there is a potential safeguarding concern about a pupil's involvement in an activity this must be discussed with the Headteacher and EVC.

- A preliminary visit and a Risk Assessment must be carried out by the visit leader or a designated member of the teaching staff, and part 2 of the risk assessment/planning record completed. The Risk Assessment must be discussed and agreed by the Educational Visit Co-ordinator or Senior leader. Even when a visit is made regularly, risk should be re- assessed from time to time and at least annually.
- Two weeks prior to the visit parts 1, 2 and 3 of the risk assessment/planning record must be completed and uploaded on to Evolve. If this has not happened then the visit may be cancelled.
- Volunteer helpers must give their details to the office at least one week before the visit in order for List 99 checks to be completed.
- A letter providing parents/ carers with the necessary information about the visit should be sent out with a reply section giving consent for the child's participation and additional information – this is now done through Parent Mail.
- Coaches should be booked by a member of the office staff through the LEA or a company approved by them. Coaches need to be booked well in advance preferably at the beginning of the school year to ensure availability. Each coach booked should have sufficient seats with seat belts for each pupil and adult travelling, and air conditioning. The agreed ratio should be maintained on the coach and a first aider to travel on each coach.

- Visits involving overnight stays and/or hazardous activities must be arranged according to the LEA guidelines 'Venturing Safely 'and with the approval of the advisory teacher for outdoor and environment activities.
- Each party should have a minimum of one first aider plus first aid kit with them.
- Essential medication and health care plans e.g. inhalers, must be taken on the trip. Where appropriate a member of staff trained to administer specific medication according to health protocols should be available.
- Visit Leaders must ensure that other members of staff have been fully briefed on the aims and purpose of the visit, the completed risk assessment and the practical arrangements.
- Adult voluntary helpers must be made fully aware of the purpose of the visit, the agreed procedures and arrangements and their responsibilities. Volunteers must understand they have a responsibility to follow instructions of the group leader. Adult helpers should not take sole responsibility for groups of children.
- Pupils should be made aware of practical arrangements, expectations and safety procedures (e.g. coach safety, crossing roads, what to do if separated from group etc.) relevant to the visit before leaving and reminded of these as appropriate throughout the visit. Pupils should be encouraged to develop awareness of safety issues.
- Adult helpers should not take children who are not connected with the trip (i.e. other siblings).
- A list of all pupil and adult participants on the trip should be given to the school office and emergency contact numbers should be available for all. For out of hours trips one or more senior members of staff should be named as emergency contacts(s) and telephone numbers for contact be made available to the visit leader. Emergency contacts should be available for the duration of the trip and visit leaders and senior staff should have a list of all participants and emergency contact numbers. This information should be notified to the local authority communication centre.
- In the event of a serious accident or incident the emergency procedures (see Appendix 2) should be followed.
- A member of staff should be nominated as responsible for Safeguarding for the duration of the visit (particularly for visits involving overnight stays) and should liaise with the Designated Safeguarding Lead on return, or during the visit, where necessary.
- Any accidents, incidents or unanticipated hazards should be reported to the educational Visit Co- Coordinator or Head Teacher and the appropriate accident report form completed where necessary.
- Private cars used to transport pupils to off-site activities must have comprehensive insurance, a valid MOT and to be driven by a qualified and appropriate driver. Members of staff transporting pupils must ensure that their insurance covers them to do so. The use of private cars must be approved by the Head Teacher or Educational visits Co-Coordinator.
- Smoking, vaping, drug and alcohol consumption is not allowed during educational visits*. *For residential educational visits, staff smoking may be permitted during agreed designated breaks and in designated areas.
- Adults should adhere to the school's Code of Conduct policy and uphold professional conduct at all times.

Appendix A



Educational visit or site activity risk assessment /planning sheet

Part one – Pre-planning

Visit leader (usually each class teacher)			
Purpose of visit			
Date:	Time:	Location:	Transport:
Group:	Number of pupils:	Expected ratio of staff required:	Total number of staff required:
Pupils with health needs: Name and needs.	Any additional provision needed:	Pupils with SEND needs:	Any additional provision needed:
Group leader: (Maximum pupils per group is 30)	Safeguarding lead: (class teacher)	First aider:	Cost per child:

Provisional agreement to visit going ahead:

Visit leader (class teacher): Date:	EVC: Date:
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Part two – no more than 3 months prior to the visit.

Pre-visit and risk assessment carried out by Visit Leader (class teacher):				
Date:				
Area of concern	Who may be at risk?	What are the risks?	What plans are in place, including those to avoid/reduce risk?	Actions by whom?
Travel plans				
Suitability of venue for needs of pupils and purpose of visit.				
Toilet facilities				
Refreshment facilities				

Weather considerations				
Emergency evacuation/ critical incident procedures				
Needs of adults				
Other hazards				
Risk assessment signed by EVC:				Date:

Part three – 2 weeks prior to visit

Letter outlining details to parents must be approved by SLT link and then sent out. Letter should include: purpose of visit, leaving and returning times, necessary clothing, lunch arrangements, transport, cost, payment must be via parent pay, medical needs.	
Email office with the names of parents that you are taking so that safeguarding checks can be carried	
Arrange extra adults needed	
Inform kitchen that packed lunches will be needed	
Copies of this risk assessment/ planning record must be given to EVC at least one week before the trip.	
Ensure that sufficient voluntary contributions have been collected (95%) for the trip to go ahead. If not discuss with the Headteacher	
If all the above has not been completed one week before the trip, then the trip will be cancelled.	

Part four

At least 2 days before the visit	
	Trip leader
Check all children have returned a permission slip / chase up those who haven't	
Check availability of helpers	
Group children and assign adults	
Make detailed instructions for all adults on trip	
Check there are enough high visibility jackets for every child and adult	
Arrange for first aid kit, sick bags, care plans and medication to be ready	

Make arrangements for cheque to be ready with the office if payment for venue is needed	
Have a short meeting with adults to explain routine	
Ensure you have school digital camera/ipad for photographs	
Collect mobile phone numbers of key staff, including the Headteacher and key person in case of emergencies.	
Day of visit	
Ensure all school adults have a copy of the risk assessment and planning sheet.	
Check all medications have been collected, signed out and are returned at the end of the day.	
Ensure you have a school mobile number containing emergency details of pupils and staff	
Collect packed lunches from kitchen	

Ensure you have first aid kit	
Ensure you have means of contacting the school (mobile phone)	
Explain behaviour code to children	
Names of all the children on the visit and contact numbers to office	
On coach, seat belts must be worn, no eating or drinking	
Check that coach has working air conditioning	
Head count as often as possible, but don't rely solely on this.	
At the station ask for help from station staff in getting children on the train and ask them to radio the receiving station.	
Keep school informed of any issues during the trip and of expected time back.	
Ensure that all adults have necessary information eg. the programme for the day, meeting places, contact numbers. Parents must be given guidelines for their behaviour eg. no smoking, no using mobile phones, no giving children food or gifts.	
Signed	Date