

# Educational Visits Policy

Thomas Jolyffe Primary School



*This policy has been written with reference to Evolve-Jupiter*

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September 2023

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## Introduction

The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Thomas Jolyffe 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/](http://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.**

## Reasons for Visits

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

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 Thomas Jolyffe Primary school, we offer a range of educational visits and other activities that add to what they learn at school.

## Visits and curriculum links

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.

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 LA: 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, exploring the local town

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 – extra-curricular activities, concerts for parents and children to hear

Design and technology – work with local secondary schools, use of the locality

ICT – its use in local shops/libraries/secondary schools etc.

RE – visits to centres of worship, visits by local clergy.

When extra-curricular activities take place there will always be an adult, other than the one running the activity on the premises.

## Gaining approval for a trip

### 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 approve any visit involving an Overnight stay or Overseas Visit. The Governors delegate the Headteacher and EVC the responsibility to approve all other visits including Local Area Visits The Governors have adopted a charging and remissions policy: [www.oeapng.info](http://www.oeapng.info) 3.2c-Charges-for-off-site-activity-final

### The Headteacher or EVC

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

The Evc is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented. The Headteacher oversees this once the EVOLVE document has been submitted.

The Headteacher and EVC should ensure that the aims of the visit are commensurate w 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. The EVC oversees the following:

- To ensure the suitability of all staff appointed to the visit.
- To ensure that the visit leader fully understands his/her responsibilities.
- To ensure effective emergency contact arrangements have been implement and included in trip pack
- Ensure financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- Visit leaders have completed EVOLVE to record, audit and monitor school off-site visits.

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

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 and Head
Local Area Visit	Yes and verbal approval by	EVC and Head

## Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider. The visit leader will identify if the provider folds a LOtCOR badge. If this doesn't apply the Venue will need to complete a Provider Form which is then uploaded to the EVOLVE log.

## Parental Consent :

At Thomas Jolyffe parents sign an online form when pupils start stating that they agree to their child going on trips whether it be local visits or further afield.

Parents are notified via email/parent pay when the children are going out to explore the local area. On trips that provide a coach (day visits). Parents will be notified via email/parent pay along with a cost, breakdown of the itinerary, equipment requirements and permission.

## Visits and staffing

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 using the Warwickshire risk assessment template. Individual risk assessments are required for children with EHCP or Behavioural needs. It is encouraged that visit leaders carry out a pre-visit at least 4 weeks prior to the trip.

## 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. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

## The visit

### On the day

Leave in the school office:

- an amended list of children attending and going on visit- refer to SIMs
- full list of escorts and staff and groups of children for which they are responsible
  
- the itinerary for the entire day is shared with all adults attending the trip
- a copy of the written briefing notes for all adults attending the trip
- check children out of classroom to ensure bags, lunchboxes and relevant equipment 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.

## **During the visit**

Young Children must be kept in adult group at all times. There should be a system in place to safeguard young people at all times. E.g. If toileting issues arise, pupils to go in small groups, with an adult monitoring facility.

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

All adults 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.

## **On return**

Check all children off the coach and a member of staff must lead the class either into school. A teacher must remain with uncollected children until all parents have arrived and all children have departed.

## **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 (via ParentPay).

Some visits may incur vast amounts of money (Year 6 Residential)

A formal approval from the School Finance Officer must be sought before deposits paid.

## **Providers**

Be clear of the Ts & Cs and check with your provider what exactly you are paying for, what are the cancellation conditions, is there any financial protection, etc.

## **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.

Check on the cover for any pandemic issues before or during your visit. Are you covered?

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 wellbeing 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](http://www.oeapng.info) 4.3d-Parental-Consent

## **Insurance Provision**

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: Thomas Jolyffe Primary School

## **Transport**

Transport (coaches) will be organised by the School Office. This information will be shared on the EVOLVE form.

## **Emergency / Critical Incident Procedures**

All leaders must carry the school's- class 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)

## **Monitoring and Evaluation**

After any visit, visit leaders need to complete the evaluation form on EVOLVE. 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)

Further guidance documents can be accessed via the [www.oeapng.info](http://www.oeapng.info) site

To access the most current advice/guidance. Use the keyword search to locate any document.

## Appendix 1 - Extended Learning Locality (Local Area Visit)

### General

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.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent.
- Risk assessments and individual pupil risks will still need to be uploaded

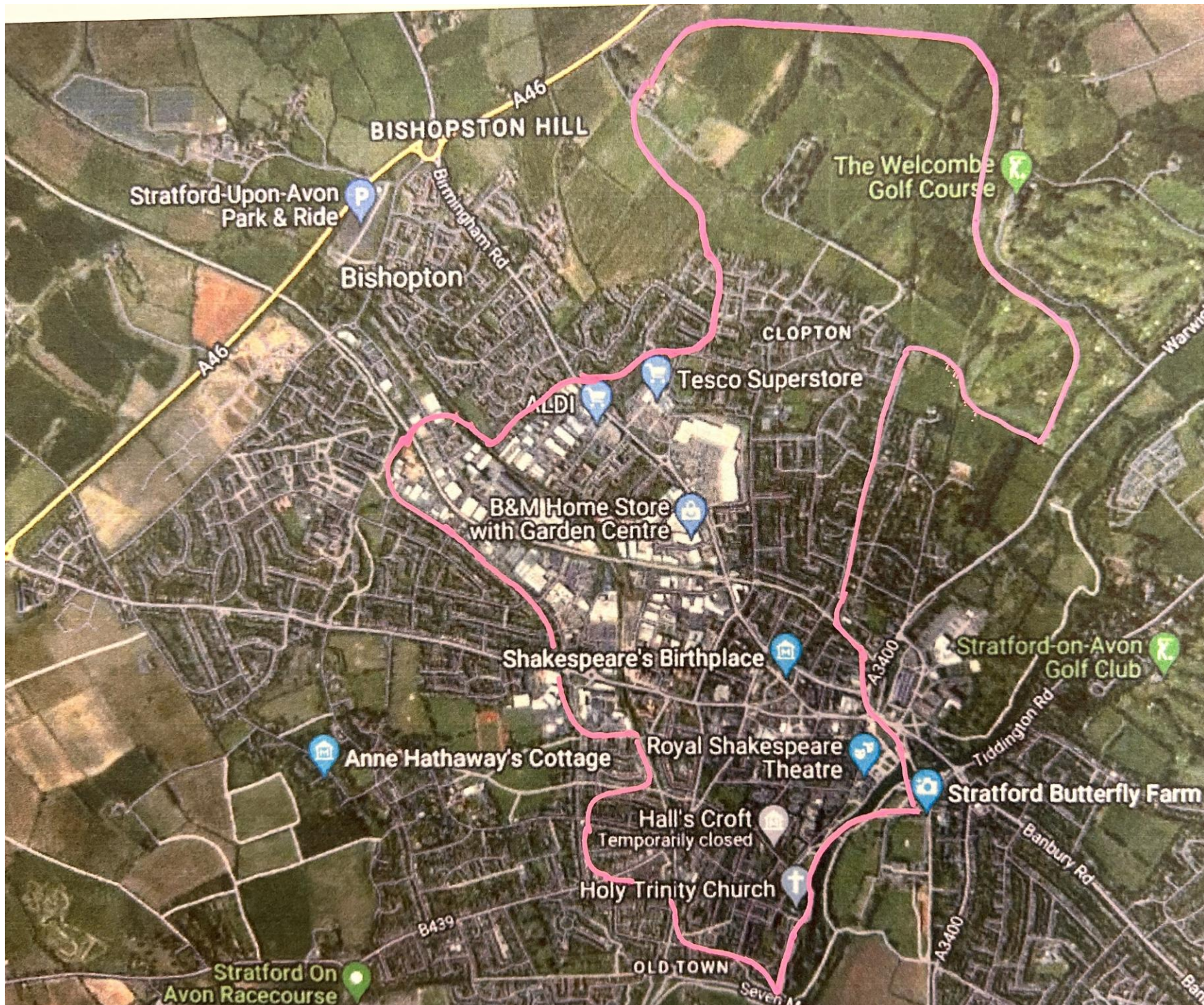
### Operating Procedure for Local Learning Area

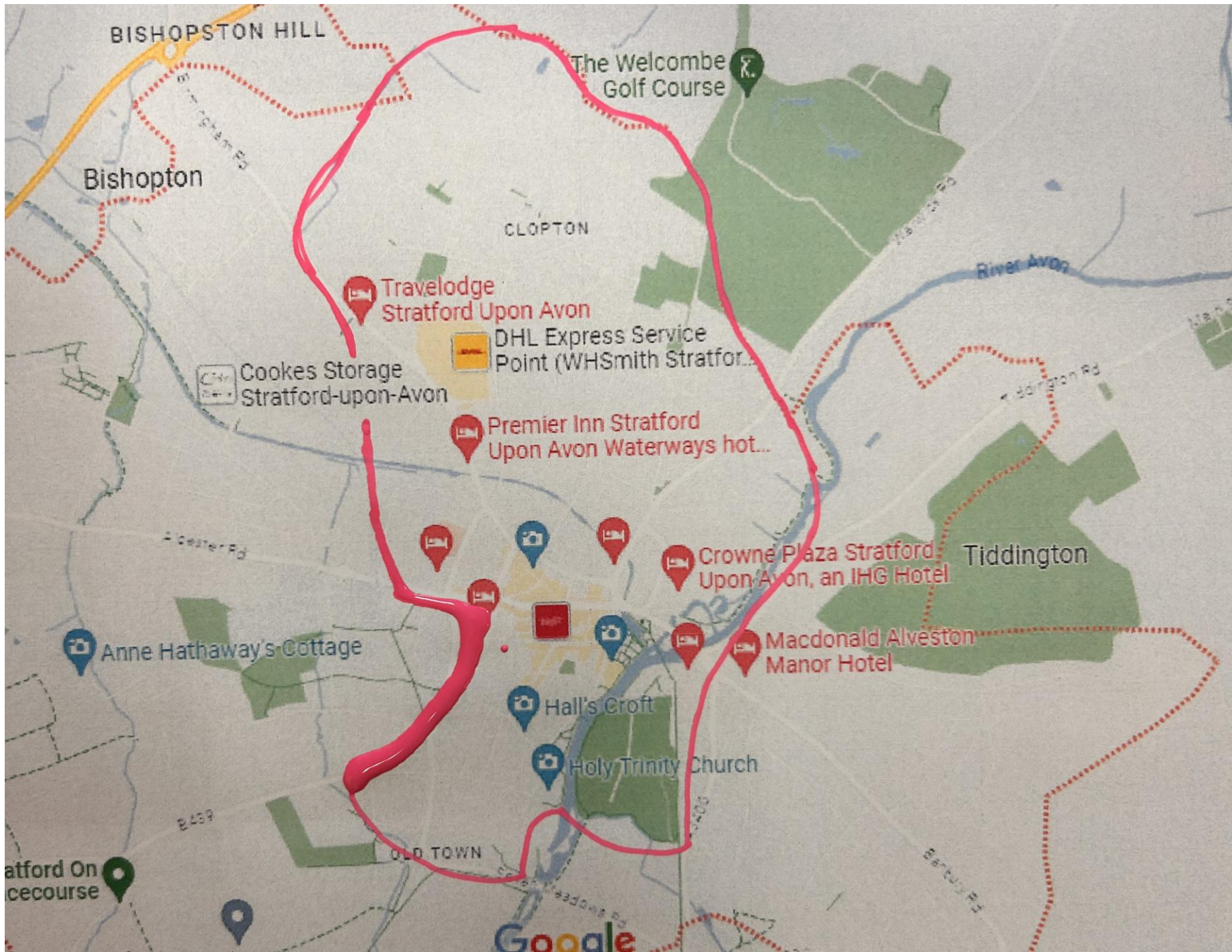
The following are potentially significant issues/hazards within our Local Learning Area:

- 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:

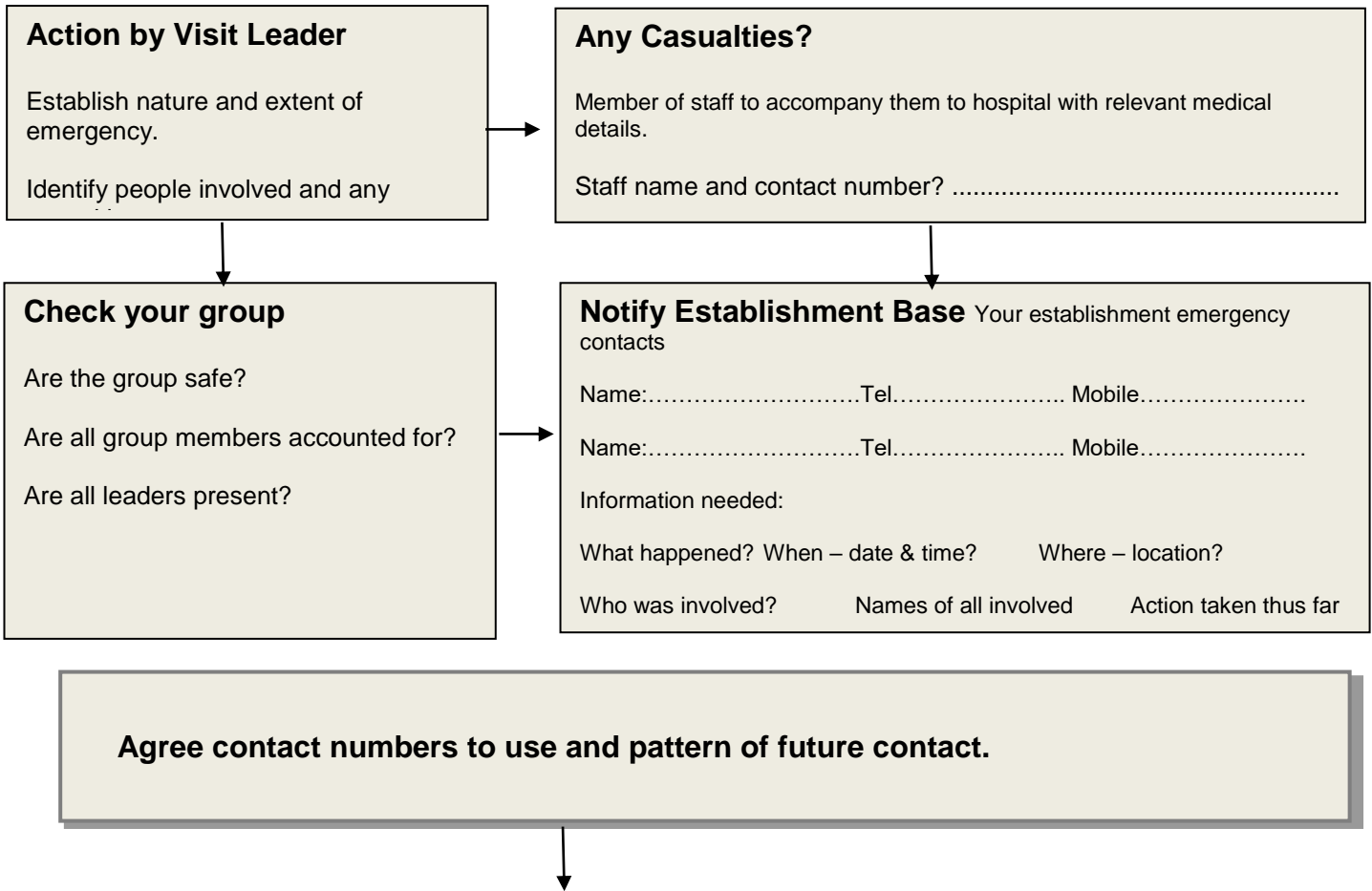
- The Head, must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults. *Ratio is based on age of pupils e.g. children in year 6 aged 10/11. Ratio would be 1:10*
- 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 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.





# Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



## Action by Establishment

