

# Educational Visits Policy



**Igniting a passion for learning in all;  
emboldening a community of high aspiration and  
fulfilment.**

**'I can do all things through him who gives me  
strength'. (Philippians 4.13)**

**#thischildcan**

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## 1: Introduction

This policy has been developed to ensure that we are compliant with statutory regulations and good practice guidance, including:

- Outdoor Education Advisers Panel (OEAP)
- DfE – Health and safety on educational visits
- DfE - Health and Safety: responsibilities and duties for schools
- Lincolnshire County Council Educational Visits Policy

A policy such as this cannot cover all eventualities which might be encountered, but seeks to put in place a framework within which group leaders and/or the Educational Visits Co-ordinator (EVC) can seek to apply their own decision-making processes.

This policy covers all Educational Visits that occur outside of school premises. This ranges from walks around the locality to residential visits of several days' duration.

Rauceby C of E Primary School understands the immense value of off-site visits and related activities for all our children. Educational Visits are a key part of the enrichment of education within our school and we encourage our children to progress through a 'Hierarchy of Enrichment'. Through an offer of day, evening and residential visits we aim to:

- Encourage children to enjoy and learn about their local community
- Excite and enthuse children through a range of first-hand experiences
- Develop an understanding of environments and cultures beyond the local area
- Challenge children in a range of outdoor education and cultural experiences
- Provide opportunities for sporting fixtures and competitions
- Ensure that all such visits are conducted in a safe manner

We operate a wide range of educational visits. These may include:

- Outdoor education and sporting experiences
- Teamwork and leadership opportunities
- Short visits to local parks and churches
- Fieldwork visits
- Cultural visits
- Participation in local events, such as sporting fixtures,
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas

Rauceby C of E Primary School uses the web-based planning system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their Educational Visits Coordinator (EVC). As well as a planning tool for staff, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources, staff records and visit history, and a link to a National Library.

## **2: Clarification of Roles**

The Educational Visits Coordinator develops procedures in line with national guidance; ensures that all Visit Leads have completed appropriate training and are aware of national and local policies; quality assures risk assessments for each visit and ensures that safe practice is being followed. No school visit involving young people and staff leaving the school site must take place without approval.

The Designated Visit Leader takes overall responsibility for the well-being of young people during the visit and this includes the preparation of a risk assessment, with adaptations according to any circumstances which may occur during the visit.

All accompanying adults (staff and those volunteers with Disclosure and Barring Service (DBS) checks) take immediate responsibility for a group of young people, follow risk assessments, and ensure that young people are kept safe at all times.

## **3: Voluntary staff**

At Rauceby C of E Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors. The school retains the right to make the final decision as to which volunteers accompany a visit, as not all volunteers may be suitable or competent.

The visit organiser is responsible for ensuring that all volunteers are briefed before the visit and knows precisely what their role is and understands that they have a responsibility to carry out that role. Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.

All volunteers accompanying a residential visit will be required to obtain a full DBS check to prove their suitability to work with children.

## **4: Staffing and Supervision**

On all visits there must be an '*effective level of supervision*' that has been approved by the EVC and Head Teacher, and where applicable is in accordance with Governing Body policy.

The Statutory Framework for the Early Years Foundation Stage no longer differentiates between outings and on-site settings as regards minimum specified ratios.

For all other visits the visit leader, EVC and Head Teacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.

- The contingency, or 'Plan B' options. (All off-site visits must have the appropriate staffing to be able to deal with an emergency situation.)

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

In almost all circumstances, there should be (i) at least one qualified teacher per class and (ii) one other adult present. The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision or where there are sporting activities taking place where there may be a number of qualified staff present where overall supervision ratios are still maintained. However these situations should be highlighted in Risk Assessments and approved by the Educational Visits coordinator.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

## **5: Transport Arrangements**

Parents will always be informed as to the type of transport being provided for an educational visit.

The Visit Lead is responsible for the conduct and behaviour of the children whilst they are travelling, ensuring seat belts are worn by each child whilst travelling in any vehicle.

If public transport is to be used for local journeys, an increased adult/pupil ratio must be considered to ensure closer supervision of the children.

Where private cars are being used to transport children the 'Private Car Form' (available in the Educational Visits Folder held in the office) must be completed whether a member of staff or a volunteer. The Private Car Forms will be kept for the school year. Details of which children travel with which adults must be left with the office. Any changes made must be reported to the school before travel can commence.

Children in private vehicles must be properly restrained to ensure their safety. The current law states:

*'All children travelling in a car must use the correct car seat appropriate to their weight and height, until they are either: 135cm in height, or 12 years in age – whichever they reach first – after this point they must wear an adult seat belt.'*

It is the driver's responsibility to ensure the correct restraints are in place and that children under the age of 14 are using them.

An adult must never be 1:1 with a child in a private car regardless of consent from the child's parent/guardian. Visit leader is responsible for making sure this happens.

## **6: Allocation of places on any visit**

No young person's place can be allocated on a first come, first served basis, as this can be discriminatory to those travelling a greater distance to a school or families with financial constraints.

## **7: Medical Conditions and Additional Needs**

The Visit Leader must collate information on Medical Conditions and Additional Needs. This includes Special Educational Needs and young people with challenging behaviour. All information provided must be used to inform the Risk Assessment document.

Children with additional needs should be included within school visits and this should be planned for. Where a medical need might lead to risk this should be incorporated into the risk assessment.

Inhalers, epipens, etc. must be carried by the adult responsible for the group. It is the responsibility of the Visit Leader to ensure that pupils with medical conditions are identified and that this information is shared on a need-to-know basis with those who might be taking responsibility for the young person.

The headteacher reserves the right to withdraw young people from educational visits on the grounds of behaviour. (See behavioural policy) This is not a sanction, and would usually only be made where the young person's behaviour is likely to create Health and Safety issues on the visit. Advice should be sought from the headteacher and/or the Special Educational Needs Co-ordinator to ensure that any decision to withdraw a young person is appropriate and proportional.

## **8: First Aid**

First Aid cover should always be planned for. This should take into account:

- The nature of the activity
- The nature of the group
- The likely injuries associated with the activity
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time)

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group.
- Knows how to access, and is able to access, qualified first aid support
- Carries a First Aid kit

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate

### **9: Sun Safety**

When organising an outdoor visit in the summer, consideration should be given to the risk of sunburn and heatstroke. Measures taken to prevent this are likely to include:

Wearing tops which cover the shoulders

Wearing sunhats

Having access to shade and/or drinking water

Not participating in activities which are too energetic

### **10: Parental Communication**

When visits are completed within the school day, there will be no communication or pictures via social media until after the children have returned to school.

During residential visits the Group Leader will provide updates on the school social media sites, where it is possible and appropriate to do so. Such updates will only be provided within school working hours and not include any images of the children.

Parents should be given information on what to expect with regard to the level of update provided. However, all visit leaders will advise parents that 'No news is good news'

### **11: Safeguarding**

All off-site visits require staff to follow the school's safeguarding policy and the Staff Code of Conduct.

Staff on off-site visits must be particularly vigilant when working in residential situations. The group leader is required to ensure all children are briefed on the issues of fire drills, the access to staff supervision during the night.

### **12: Alcohol Use during an Off-Site Visit**

All educational visits, including all residential visits, are free from alcohol. This applies to both staff (including volunteers) and children. There are no exceptions to this rule.

### **13: Use of External Providers/Venues**

All external providers must hold an *LOtC Quality Badge* or complete a *Provider Form*. Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

### **14: High Risk Visits - Farm Visits**

Extra consideration should be given to:

- Farm machinery
- Infections from e-coli or other diseases
- Risk from animal bites, etc.
- Handwashing facilities
- Safety standards and animal welfare

### **High Risk Visits – Water**

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming or paddling should only be undertaken after a number of issues have been considered. These may include:

- The current weather conditions
- The current tide conditions
- Following instructions from local agencies such as beach life guards
- Following instructions from externally employed instructors, who must hold an *LOtC Quality Badge*

All of these will have been identified and highlighted on the agreed Risk Assessment. However such activities require a more detailed risk assessment to be made on the ground at the time of the activity by the trip leader. As such 'informal' paddling and swimming which had not previously been identified on the Risk Assessment would not be authorised.

Students should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance. Swimming should always be conducted in the presence of, and under the supervision of, qualified lifeguards or instructors.

Where students are close to water (for example, a lake in the local park), this must be specifically considered within the risk assessment. Where students are using inland stretches of water, consideration should also be given to the transmission of infection such as Weil's disease

### **High Risk Visits – Open Country**

'*Open country*' is normally defined as land above 300m, or more than 1km from vehicular access. Open country activities must either be led by a provider who holds an *LOtC Quality Badge* or a member of staff who has a minimum levels of technical competence as set out in the Lincolnshire County Council Educational Visits Policy 2019-2020.

### **15: Emergency Procedures and Incident Reporting**

The Visit Leader is responsible for dealing with an emergency situation and following the Emergency Action plan.

For any reported incident, the parents of the student must also be informed. Discretion should be used as to the nature of the incident and it will be the Head teacher who will take the lead in communicating with parents. For some incidents it may be appropriate to contact all parents, including those of young people not directly involved in an incident, to reassure them that their son or daughter has not been involved.

After a visit, on return to the school, the Visit Leader must complete an Accident Form for any incidents during the visit which involved:

- A young person being taken from the scene of the accident to a hospital for treatment
- Contagious diseases
- Dangerous Occurrences – where an incident did not result in an injury, but could have done.

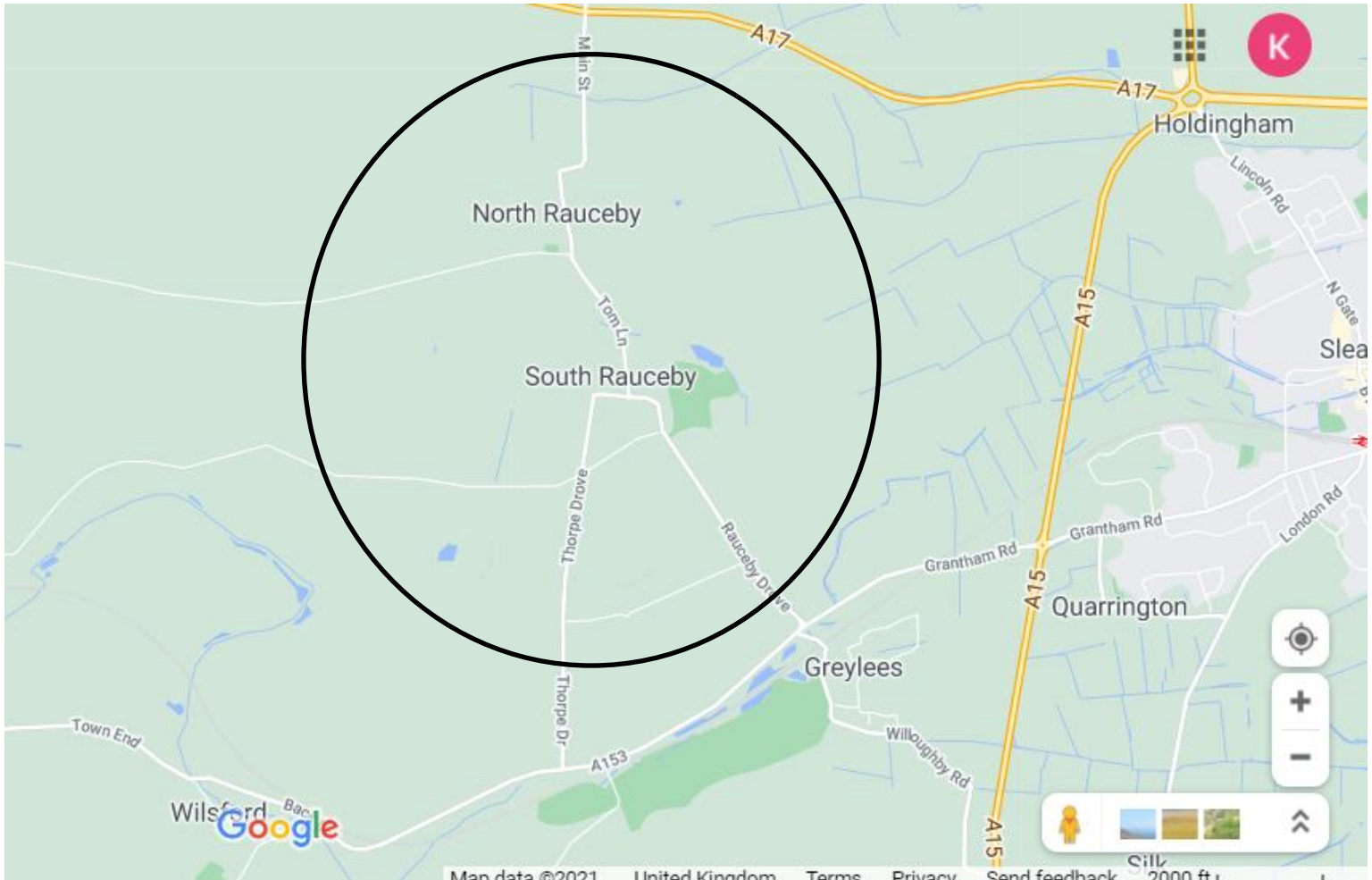
## Appendix 1 - Extended Learning Locality (Local Area Visit)

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The boundaries of the locality are shown on the attached map.

We use this extended area on a regular basis for a variety of learning activities, and staff are allowed to operate in this area by completing the Local Area Visit form on EVOLVE, provided they follow our Operating Procedure and leave a signing out form in the office.



### Appendix 3: Signing out sheet

**Signing out sheet – This must be handed in to the office**

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit taken?	
Time out	
Time back	
Contact number	

Keep a record of this sheet.

## Appendix 4: Emergency Action Plan

### Emergency procedures for

<b>Teacher in charge</b>	
Members of staff	
Other adults	

### In the event of an accident or incident

Assess situation, Call 999 if required and phone call to school	to lead and guide adults. to accompany child to hospital
Record and make notes of incidents	to record and make notes during incident, including times and names.
Guide other children and keep safe	to take responsibility for children with support of other adults available.

**No adults** to post on social media or call parents during or after an emergency or incident.