

# Leading Learning Trust – Educational Visits Policy

**This Policy applies to Selwyn Primary School and to Portway Primary School**

<b>Date reviewed:</b>	October 2019
<b>Reviewed by:</b>	Leadership team
<b>Next review planned for:</b>	October 2022
<b>Policy ratified by the CEO (as per Scheme of Delegation):</b>	November 2019



**Leading  
Learning Trust**

Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust.



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## 1. OVERVIEW OF THE POLICY MANAGEMENT PROCESS

### 1.1. Document history

Date	Document title	Version
1/11/16	Initial release as a Leading Learning Trust document; 2 versions released, for Portway and Selwyn respectively.	1.0
04/05/18	Revision and updating of document to reflect new procedures around planning and consent	
Oct 2019	Review and amalgamation of both school policies. Released as a single Trust wide policy.	2.0

### 1.2. Review and approval

The Leading Learning Trust trustees have overall responsibility for the policy.

The CEO is responsible for the operation of the policy within the schools, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed every 3 years by the School Leadership Team, and is then ratified by the Trust Board as per the Policy Tracker.



## **2. THE POLICY**

### **2.1. Introduction**

The trustees of the Leading Learning Trust, supported by the local governing bodies of both Portway and Selwyn Primary School, believe that pupils benefit enormously from taking part in educational visits with the school. In particular, children have the opportunity to undergo experiences not available in the classroom, and such visits help to develop life skills and confidence, as well as enhancing their learning. Longer visits in particular encourage greater independence.

### **2.2. Aim**

The aim of this policy is to ensure that all the educational visits arranged at both Portway Primary School and Selwyn Primary School are consistently and safely planned, organised and carried out.

#### **2.2.1. Overview of policy and procedures**

These detailed procedures will encompass the following:

- Clarification of roles
- Planning an educational visit
- Risk Assessments
- Approval
- External providers
- Consent
- Training
- Monitoring
- Evaluation
- Arrangements for first aid
- Ratios
- Adult support
- Inclusion
- Behaviour
- Charging policy
- Travel
- Data Protection
- Insurance
- Self-evaluation



The Trustees of the Leading Learning Trust, who approve this Policy, delegate the approval of educational visits as follows:

- Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by the Educational Visits Co-ordinator. (EVC)
- A half or whole day that requires the use of transport must be approved by the EVC.
- A half or whole day that requires one or more night's residential accommodation must be approved by the EVC/HT.
- A day visit abroad must be approved by the HT.
- A visit abroad requiring one or more nights residential must be approved by the HT.
- An OSHL activity (e.g. a sports fixture at another school) must be approved by the EVC.
- Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by the HT.

### 2.3. Clarification of roles

The responsibilities of the following roles are outlined below:

**Trustees** - the main function of the Leading Learning Trust trustees is 'to enable and ensure' the delivery of Educational Visits.

**Headteacher** - the headteacher will ensure they are policies and procedures for outdoor learning and visits. They are responsible for ensuring that establishment staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits. The Headteacher is responsible for the safe operation of the school and of all activities taking place both on the school premises and beyond. Policies, procedures, risk assessments and safe working practices are all in place to support this.

**Educational Visits Co-ordinator (EVC)** - the EVC at each school is the focal point for planning and monitoring visits and outdoor learning. The EVC works closely with the headteacher and with visit leaders. Where an EVC is not nominated, by default the responsibilities of the role rest with the headteacher.

**Visit leader** - the visit leader has overall responsibility for managing a visit, including the health and safety of participants and staff, and the supervision, welfare, learning and development of the participants. They should work closely with the EVC when planning a visit, and are responsible for deploying the Activity Leaders during a visit.



## 2.4. Planning an Educational Visit

The visit leader will work closely with colleagues to ensure that all the necessary risks have been assessed and appropriate travel and staffing arrangements have been made.

The following documents are stored in the Educational Visits folder in Google Drive/Google Classroom for the visit leader to use when planning a visit.

- Educational Visits Risk Assessment
- Educational Visits Form
- Educational Visits Group List
- Educational Visit Evaluation.

When planning a visit the group leader will complete the Educational Visits form which can be found in the Educational Visits Google Classroom. The group leader will then inform the EVC, Deputy Head teacher and the School Office via email. Once the visit is approved, travel, lunches and additional adults will be arranged and the visit will be placed in the school calendar by the Deputy Head teacher. Parents will be informed using ParentMail. The risk assessment and group lists must be completed before the week of the visit. At the end of each visit, the visit leader will complete the Educational Visits Evaluation to help inform future visits.

## 2.5. Risk assessment

### 2.5.1. Routine visits

Routine visits will involve no more than an everyday level of risk. These risks will already be outlined on the Educational Visits Risk Assessment. Such visits should require minimal planning or preparation beyond what is needed to make best use of the learning opportunity.

There may be visit-specific risks that are not already covered through the generic risk assessment. They will be unique to each occasion and should address staffing, activity, group and environment. These risks should be identified and added to the risk assessment by the visit leader.

### 2.5.2. Visits requiring additional planning, and specific risk assessment

A visit moves into this category because one or more aspects cannot be managed adequately by existing procedures and policy. This may be due to distance from the establishment, the nature of the activities, the environment or venue(s), the nature of the particular group, the need for specialist leader competencies, or any combination of these.



For some visits this will involve detailed planning over an extended period of time. The additional steps needed to manage these aspects should be identified and recorded.

## **2.6. Approval**

The EVC will decide if the leaders are accountable, confident and competent to lead the specific visits or activities for which they are approved. The headteacher or EVC will make a judgement about the suitability of that person to lead that group on that visit/activity in that environment.

## **2.7. External providers**

External providers and facilities may be chosen to support, enhance or supplement the establishment's own resources to maximise the outcomes from a visit. As part of visit planning, any external providers and facilities should be thoroughly researched and judged suitable to meet the establishment's and group's needs and requirements, and relevant safety standards. Any data protection issues should be raised with the Trust's DPO (Data Protection Officer).

## **2.8. Consent**

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29).

Consent is needed for all visits organised by establishments other than schools. Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

To gain this consent, when children enrol at school, all parents/carers will complete and sign the Universal Consent Form. This one-off consent form will cover all types of visits and activities where parental consent is required. Parents/carers will still be notified of all upcoming visits via the website, newsletter and ParentMail.

## **2.9. Training**

- The EVC will attend the Educational Visits Co-ordinator training in order to carry out the role. Every year after that, they will attend refresher training to keep up-to-date with changes in legislation and take advice from the LA.
- The EVC will hold annual training to update all teaching and support staff on new procedures and guidance.
- The EVC will hold induction training for new staff covering the following:



1. Planning and leading visits
  2. Risk management
  3. Travelling on public transport
  4. Health and safety requirements
  5. Good practice
- Any parent volunteers who wish to support a visit will attend in-school training held by the EVC.
  - Visit leaders will be given time and support to gain experience in a planned and progressive fashion. Training and support will be offered to NQTs and new members of staff on how to manage a group of young people effectively on a visits

### **2.10. Monitoring**

Where possible, the EVC will attend a range of visits in a monitoring role to observe the visit leader. They will monitor health and safety and provide the visit leader with supportive feedback to enable them to reflect upon and improve their practice.

### **2.11. Evaluation**

All records of visits will automatically be stored on Google Drive via the forms completed on Google Classroom (See Planning an Educational Visit). All visit leaders will complete an evaluation form at the end of a visit. These forms will be used to inform future planning and ensure the sustainability of visits to specific venues.

### **2.12. Arrangements for First Aid**

Wherever possible, all educational visits will have at least a 1 day trained first aider present and where possible, a person who holds a 4 day trained first aid certificate. When this is not possible the visit leader will be the nominated first aider. In line with EYFS guidance, all visits by children in the Foundation Stage will have a paediatric first aider present. Any incidents will be logged on return to school in the Educational Visits Incident log held by the EVC.

### **2.13. Emergency Procedures and Incident Reporting**

During routine curriculum time visits, an emergency contact based at school will be delegated. This person should be contacted if a serious incident involving a student or a member of staff has occurred or a serious incident has taken place at the venue or near the venue which the group are visiting.



During residential visit, a rota will be decided upon, delegating members of SLT to be the 24/7 point of contact for the visit leader at school. This person should be contacted if a serious incident involving a student or a member of staff has occurred.

The emergency contact will have access to relevant data and be able to contact the family members of those involved if they deem it necessary. All serious incidents should be reported at school using the existing policies and procedures as outlined in the Trust's Health and Safety Management System.

#### **2.14. Ratios**

It is important that the visit leader is confident that the ratios for any specific visit are suitable for that group to that site or venue. When planning a visit, group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should always be a minimum of one teacher/adult in charge.

#### **2.15. Adult support**

Portway and Selwyn Primary School will ensure that children are not left alone with any adult who has not been DBS checked. Adults must attend the adult briefing session held on the morning of the visit so that they are fully informed. A training session on the Trust's policies and procedures will be run annually for parent helpers. Parent helpers will not be able to attend visits until they have had this training. Parent helpers will be DBS checked as soon as possible. If a parent helper is not DBS checked they can still assist on a visit but must not be left unsupervised.

#### **2.16. Behaviour**

Students on a visit will follow the school's code of behavioural conduct. This code will be explained to students before each visit. Prior to residential visits, parents and students will be briefed on the expectations of the supervising adults around bedtimes, mobile phones and other electronic devices as relevant to that specific visit. The supervising adults will clearly explain the disciplinary measures and sanctions for any breach of these expectations.

#### **2.17. Inclusion**

Every child has the right to participate in all aspects of the curriculum. As a result, the Trust Board will endeavour to plan visits that are accessible by all children, regardless of any special educational or medical needs. The visit leader will work closely with the parents/carers and adults who support the children on a day to day basis to assess their needs and suitability. Where a visit is not possible, arrangements for the child will be made to support them appropriately in school on an activity related to the visit. All visits arranged



by Portway and Selwyn Primary School are inclusive, in line with the requirements of the Equalities Act 2010.

### **2.18. Charging policy**

All educational visits will be made available to all children regardless of their parents/carers ability or willingness to help / being financially able to meet the cost. Where possible, the school plans visits and transport arrangements where there is no charge. Where this is not possible the school invites voluntary contributions from parents/carers. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute, and students must not be treated differently according to whether or not their parents have made any contribution. The policy on allocating places for such a visit must be clear at the outset. Both Portway and Selwyn have a designated budget that can be used to support educational visits that have a high cost if necessary and at the discretion of EVC. In addition, the budget (and Pupil Premium funding) will fund those children whose families are unable or unwilling to contribute so that they will be able to take part in the educational visit.

Schools may charge for optional extras, which include board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits.

The Leading Learning Trust Charging and Remissions Policy, published on the school websites, is reviewed annually and provides additional detail.

### **2.19. Travel**

For the majority of Educational Visits, the school will plan to use public transport. This will be part of the TfL School Party Scheme and incur no extra cost to the school. A risk assessment for using public transport can be found in the Educational Visits folder on Google Drive. When necessary the school can hire the use of approved minibus, coach or private car services. The charging policy will be applied to cover any additional cost.

### **2.20. Data protection**

Processing of personal data must comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). If using an external provider the visit leader should obtain assurances that the provider is compliant with GDPR. The following types of personal data should only be taken on a visit if completely necessary:

- Emergency contact details,
- Medical and dietary information,
- Information about individuals' behaviour, attitude, etc,
- Care plans,



- Group summary sheets.

If paper copies have been made, they must be destroyed as soon as they are no longer needed.

### **2.21. Insurance**

The Department for Education's risk protection arrangement (RPA) provides an alternative to insurance through which the cost of risk that materialise will be covered by government funds, this includes; Employers Liability, Third Party Liability, Professional indemnity & Property Damage. The limit of indemnity against all areas is unlimited.

### **2.22. Self-Evaluation**

The EVC and relevant members of the Senior Leadership Team will review the processes, policies and procedures involved with the delivery and planning of Education Visits annually.