



Policy Document: Educational Visits

Policy Statement on Educational Visits

Learning Together, Learning for Life.

Our School Values



Agreed and Signed on behalf of the Full Governing Body..... 

Date:..... 19-5-23



Policy Document: Educational Visits

Introduction

Safely managed educational visits, with a clear purpose, are a vital part of a broad and balanced curriculum. They offer an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them.

Paulton Infant School recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public with regard to educational visits for which it is accountable.

This policy is written taking into account the guidance from the Department for Education (DfE) and the Outdoor Education Advisers' Panel's (OEAP) National Guidance.

Purpose of the policy

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA or other technically competent sources.

Key Principles

- There are 2 main types of trips defined by the [Department for Education](#): 'Routine Visits' and 'Trips that need a risk assessment and extra planning'.
- The Headteacher and Educational Visits Co-ordinator (EVC) – Katie Ireland - will be responsible for the approval of all visits. In the absence of a suitably trained Educational Visits Co-ordinator the Deputy Head teacher automatically assumes this role.
- There will be a named and approved Visit Leader (and where appropriate, deputy) on all educational visits. This Visit Leader will be specifically competent for the role. If in any doubt confirmation will be sought from the Local Authority.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. See Appendix 1. (NB: Residential trips or those involving high risk, adventurous activity requires use of Evolve, a different risk assessment from the Local Authority – see EVC for details).
- The Visit Leader will assume full responsibility during the visit, including dynamic risk assessment throughout the visit. At Paulton Infant School each class teacher assumes responsibility for their class's school trip.
- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.



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- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 1 month before the departure date.
- Following a visit, the Visit Leader will seek feedback from other participants (including staff, volunteers and pupils) and write an evaluation on the trip. This will help the school to evaluate whether its planning has worked and learn from any incidents that took place.

Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is appointed by the headteacher and will receive appropriate training. The EVC works with the local outdoor education adviser to help their colleagues assess and manage risk. The DfE outlines the criteria for appointing an EVC. In the absence of an EVC, the headteacher assumes this duty. The role of the EVC is to support colleagues in planning, risk assessing and evaluating educational visits.

At Paulton Infant School our EVC is Katie Ireland.

Routine Visits

Visits within the Local Learning Area are considered 'routine visits'. These visits are considered 'lessons in a different classroom'; they are within walking distance of the school and involve no more than everyday level of risk and need only a little extra planning beyond the educational aspect of the trip. Visits within the 'Local Learning Area' do not require additional permissions from parents. These trips are covered by our *Local Learning Area Policy*.

Trips that need a risk assessment and extra planning

Educational Visits that need a risk assessment and extra planning (in this policy, these will be referred to as 'School Trips') are not covered by our Local Learning Area Policy. School trips will need a specific risk assessment and extra planning by the Visit Leader.

The Visit Leader is the person who has overall responsibility for managing a visit, including for the health and safety of participants and staff, and the supervision, welfare, learning and development of the participants.

The Visit Leader will:

- Inform the EVC and headteacher of their intention to organise a school trip using the 'Class Trip Proforma' (Appendix 2)
- Organise the trip including: destination and transport and provide the EVC, headteacher and emergency contact (normally the school office) with an itinerary and timetable.
- Check the venue has a 'Quality Mark Badge' using the [Kaddi](#) website. If it does not have one, please complete the 'Provider Statement' (Appendix 3)
- Use the STAGED approach (as recommended by the OEAP National Guidance) to consider the variables, potential risks and how to mitigate these. This will be recorded as a risk assessment (
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- Where an Activity Provider will lead an activity, ensure they have appropriate competency and qualifications
- Be accountable for the planning, running and evaluation of the school trip

Getting consent

Upon starting at Paulton Infant School, parents will be asked to sign a consent form allowing the school permission to take children on 'routine trips' within the 'Local Learning Area'. Visits within the local learning area do not require additional consent.

Where a trip is being planned that 'needs a risk assessment and extra planning', parents will be informed via letter well in advance of the school trip and they will be asked to give consent for the specific trip. Trips that 'need a risk assessment and extra planning' do not fall into the 'Local Learning Area' this could be due to the distance from the school; the type of activity; the location; they may need staff with specialist skills.

This letter must: -

- Give clear information about what activities/sites the trip involves
- Give clear information about the intended timings and transport plans for the trip. If any element of the trip falls outside school hours, a specific time should be agreed for drop off/pick up arrangements
- Where appropriate, include a kit list (a list of items pupils will need to wear/take with them on the school trip)
- Inform parents of the cost and where necessary, ask for a voluntary contribution noting that insufficient contributions may result in cancellation of the school trip
- If an Activity Provider will have responsibility for any part of the visit, this will be specified
- Seek the parent's consent
- Make it clear that staff stay with the children throughout the visit, although a named Activity Provider may take responsibility for some activities
- Make it clear if responsibility is being passed over to an Activity Provider (in this circumstance Visit Leaders should check the competency/qualifications of the provider)
- Establish if the child has any medical needs or circumstances not already brought to the school's attention
- Request an emergency contact number for the child on the day of the trip if this will be different to the child's normal emergency contact
- Parents' attention must be drawn to insurance arrangements. There is a copy displayed on the notice board in the school entrance.

Voluntary Contributions

School trips are part of the school curriculum and usually within the school day, as such parents cannot be charged for a school trip. However, it is recognised that school trips can be costly. [DfE guidance](#)

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states: “nothing in legislation prevents a school governing body or local authority asking for voluntary contributions for the benefit of the school or any school activity”. Therefore, Paulton Infant School will ask parents for a voluntary contribution towards school trips – this is to help cover the costs of transport, venue costs etc.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. However, they should be informed that insufficient voluntary contributions may result in the cancellation of the trip.

Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. Those in receipt of Pupil Premium can have the trip paid for from this funding.

Risk Assessments

The law requires an employee to take all reasonable measures to ensure, so far as is reasonably practicable, the safety of those who may be affected by their actions in the course of their duties as employees. The [HSE \(Health and Safety Executive\)](#) state: ‘teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy’.

A risk assessment is an essential tool in reducing the level of risk that staff and their pupils are exposed to. Only when the planned activity has been considered in conjunction with other information, such as predicted behaviour of pupils, different weather conditions and other variable hazards, can it be claimed that all reasonable steps have been taken to ensure the safety of your pupils and staff. The risk assessment document provides evidence that all appropriate factors have been taken into consideration.

Following the National Guidance from [Outdoor Education Advisers Panel \(OEAP\)](#), risk assessments will be written using the ‘STAGED’ approach.

When writing a risk assessment, Visit Leaders will consider the following variables:

Staffing – this might include: Who is the Visit Leader? What staff/adults are needed to carry out the trip/maintain ratios? Are there any considerations needed for these individuals?

Transport – this might include: how will you travel to your destination? What considerations need to be made? e.g. embarking/disembarking a coach

Activity – this might include: what will the trip involve? Is the provider a LOTC (Learning Outside the Classroom) Quality Badge holder? Are there any activities that require consideration? e.g. animal handling may involve the risk of contamination; we will manage that risk with thorough hand hygiene

Group – this might include: who is participating in the trip? Are there any individuals who need further risk assessment (which may affect their participation due to safeguarding concerns)? Are there any activities that may need adapting for individuals?

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Environment – this might include: where is the trip going to be? Are there any special requirements for supervision? Any considerations for individuals accessing the environment? What impact does the weather have on your trip? E.g. if there is wet weather or extreme temperatures, what is the alternative plan?

Distance – this might include: how far from the school is the destination? How will you get help in the event of an incident/emergency?

Where possible, the teacher should carry out an exploratory visit beforehand and identify any risks with the 'STAGED' approach in mind. The risk assessment (visit/site specific) should be written (ideally in collaboration with other staff attending the trip); recorded, dated and approved initially by the EVC, with final approval made by the headteacher.

The information within a risk assessment should be communicated to all who take responsibility during the visit/activity through a briefing prior to departing the school site.

Where necessary, children should also be briefed on any risks and appropriate measures they must follow.

Staff should be aware that risk assessment is a dynamic and ongoing process and risk needs to be reviewed throughout the trip and acted upon should circumstances dictate. There should be an alternative plan in place if weather conditions should change.

Staffing (including volunteers)

Bath and N.E. Somerset specifies an adult/child ratio of 1:8 (1-6 for under 5s). This should be regarded as a minimum requirement and increased as the type of activity dictates however, as a school we have chosen to operate at a 1:6 ratio for EYFS classes. Some children may require 1:1 support for behavioural and/or Special Educational Needs and this will be considered within our risk assessments.

Groups of children (within a 1:6) ratio will be allocated an adult to lead the group for the duration of the school trip.

Where possible, volunteers attending a school trip will have a valid DBS check. However, we recognise this is not always possible. Where a volunteer on a trip does not hold a valid DBS, they will remain under the supervision of a teacher at all times. If a volunteer is required to be left completely unsupervised for any length of time, then a DBS check will be required.

Transport

If the school trip requires the booking of coaches, this should be done in plenty of time. When booking a coach, you should request it has seatbelts for all passengers and the drop off/pick up times should allow plenty of time for getting onto/off the coach and travelling to/from the venue. The school office will support with the booking of transport.



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Emergency Contact

The emergency contact will normally be the school office. This should be identified on the risk assessment and the Visit Leader should ensure all adults accompanying the trip have the appropriate information.

The school office will hold emergency contact information for all participants of the school trip (including staff and volunteers).

First Aid

On a trip first aid always has to be available and accessible. At least one member of staff within the class group should hold a basic level of first aid training and be willing and able to administer first aid. For Foundation Stage trips a member of staff with paediatric training must accompany the Foundation Stage classes.

Every effort should be made to include pupils with special medical needs on school visits whilst maintaining the safety of all group members. Details of medical needs should be recorded and carried with the group. Health plans for pupils with severe medical needs should be taken with the group. Pupils who require medication will be allocated to a school adult's group – this adult will be familiar with the child; have received adequate training (e.g. epi-pen training); and they will be responsible for carrying the child's medication for the duration of the school trip.

Positive Handling

A large proportion of our staff are 'Team Teach' trained, enabling them to carry out safe positive handling techniques when needed. Consideration of this should be made when forming a risk assessment and allocating staff to groups. Children who have a positive handling plan should be identified by the Event Leader and a specific risk assessment may be needed.

Additional Responsibilities

The Visit Leader will inform the kitchen a fortnight in advance if lunch-times are affected. The school office will support the Visit Leader to arrange packed lunches from the kitchen if this is deemed necessary.

The Headteacher must be informed of unreturned consent slips. Parents' permission is essential in law: it is the Head teacher's ultimate responsibility if the law is contravened.

On the day

Whatever the length of the visit regular head counting is essential to ensure children are where they should be. This is vital before and after embarking on any type of journey.

Each child must wear a label/wristband identifying the school and an emergency contact number.

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At least 50% of children should wear a high-vis jacket.

Adults should have a list of children in his/her care, a meeting point with relevant times, and the telephone number of the Visit Leader and school office.

In case of difficulty with an individual or group, the allocated adult should contact the Visit Leader so that a dynamic risk assessment can take place. Where necessary, the Visit Leader will contact the school office (emergency contact) to arrange the collection of an individual from the school trip.

Kit List

When going on school trips, parents should be informed of any items their child needs to bring. This may include weather appropriate clothing or food such as packed lunch or additional snacks.

The teacher should ensure that they take the following with them: -

- Class medical bag, including medicines and first aid kit
- Spare clothing if necessary
- List of all trip participants
- Contact number of the school
- Emergency procedures sheet (See Appendix 2)
- Mobile phones (belonging to school)
- Items needed for individuals (as identified on their risk assessments)

A list of all trip participants should also be left at the school office, including identification of which coach they are on. The school office will hold the emergency contact details.

Emergency Procedures

Serious incidents during school trips are rare however we must be prepared for any eventuality.

Emergencies fall under the following categories: incident (leader remains in control and is able to manage this); emergency (communication with the School may be necessary and support from the School may be needed); critical incident (the School takes control of this and critical incident plans are followed – this may come from a School or Trust level); major incident (the policy or relevant authority takes control and the School/Trust critical incident plan is followed).

In the case of emergency on a school trip, the Emergency Procedures for School Trips (Appendix 1) will be followed.

Evaluation

Following the school trip, the Visit Leader should write an evaluation. This should consider what went well, what would you do differently next time. This should be saved alongside any other documentation for the school trip on the server in @Class Trips

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Appendix 1

EMERGENCY PROCEDURES FOR SCHOOL TRIPS

In all cases, the Visit Leader or Class Teacher takes charge to ensure the safety of the trip participants.

In the case of a medical/first aid emergency:

- ❖ Assess the situation.
- ❖ Safeguard the uninjured.
- ❖ Attend to the casualty.
- ❖ Inform the emergency services.
- ❖ Ensure that a staff member accompanies casualties to hospital.
- ❖ Ensure rest of group are adequately supervised.
- ❖ Notify police if necessary.
- ❖ Inform the school contact.
- ❖ School contact to get details and inform parents.
- ❖ As soon as possible record what happened.
- ❖ Complete accident report form.
- ❖ Do not speak to media or discuss legal liability.
- ❖ Complete trip evaluation.

If a child gets lost:

- ❖ Gather the group together.
- ❖ Take a head count.
- ❖ Ensure group is safe and adequately supervised.
- ❖ Organise 'search' using people that know the child.
- ❖ Contact emergency services within 10 minutes if necessary.
- ❖ Contact school.
- ❖ School contact to record details and inform parents.
- ❖ Complete trip evaluation.

In the case of a major incident:

- ❖ If at a venue: follow the venue's emergency procedures.
- ❖ Gather the group together.
- ❖ Take a head count.
- ❖ Ensure group is safe and adequately supervised.
- ❖ Where necessary, contact emergency services.
- ❖ Contact school. Follow School/Trust Critical Incident Plan.
- ❖ School contact to record details and inform parents.
- ❖ As soon as possible record what happened.
- ❖ Complete accident report form.
- ❖ Do not speak to media or discuss legal liability.
- ❖ Complete trip evaluation.



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Appendix 2

Class Trip Proforma – to be used in the initial planning stages. This form can be found at S:\@Class Trips\Planning a School Trip



Class Trip Proforma

This form needs to be completed at least 1 term before the trip takes place.

Class/Yr Group:		Trip Leader:	
Teacher:		Support Staff:	
Volunteers:		Nos. of Children:	
Any special requirements: (due to disability/SEND)		Nos of children with EHCPs:	
Total number of seats needed:			
Trip Plan			
Venue:		Date of trip:	
Departure time from school:		Arrival at the venue:	
Departure time from the venue:		Arrival back to school:	
Date of pre-visit to the venue completed:		Other classes involved:	
Venue Risk Assessment completed (Please attach to this form):	Yes/No	Nos of Children's Risk assessment needed (please attach to this form)	
Context of Trip (including curriculum links)		Intended Outcome of Trip:	
Agenda of the day (include details of any workshops).			

Signed by:

Class Teacher: _____ Head Teacher: _____



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Appendix 3

If a venue has a 'LOtC Quality Badge' you do not need to take any further action. If the selected venue does not have a 'LOtC Quality Badge' you will need to complete a 'Provider Statement'. Please obtain the provider statement from the OEAP website:

<https://oeapng.info/downloads/download-info/8q-provider-statement-word-version>



National
Guidance
oeapng.info

PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".



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Appendix 4

STAGED risk assessment. To be completed by the Visit Leader in collaboration with staff participating in the trip. This can be found at S:\@Class Trips\Planning a School Trip

Paulton Infant School Risk Assessment for Educational Visits

Class:

Date of visit:

Destination:

Emergency Contact:

STAGED Approach <small>Note: The questions below are prompts for staff completing a risk assessment. It is not a completion.</small>	What? What are the potential risks?	Who? Who might be affected?	How? How will you mitigate any potential risk?
Staffing Who is the Visit Leader? What staff/adults are needed to carry out the trip/maintain ratios? Are there any considerations needed for these individuals?			
Transport How will you travel to your destination? What considerations need to be made for this specific trip? e.g. embarking/disembarking a coach			
Activity What will the trip involve? Is the provider a UKCA Quality Badge holder? Are there any activities that require consideration?			
Group Who is participating in the trip? Are there any individuals who need further risk assessment (which may affect their participation due to safeguarding concerns)? Are there any activities that may need adapting for individuals?			
Environment Where is the trip going to be? Are there any special requirements for supervision? Any considerations for individuals accessing the environment? What impact does the weather have on your trip?			
Distance How far from the school is the destination? How will you get help in the event of an incident/emergency?			

Risk assessment written by: _____

Approved by EVC/Headteacher: _____ Date: _____



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Appendix 5

Evaluation – to be completed after the event. This document can be found at S:\@Class Trips\Planning a School Trip



Class Trip Evaluation

This form needs to be completed within 2 weeks of the class trip and shared with the Educational Visits Coordinator (EVC). Where possible, please use this as an opportunity to get feedback from trip participants including staff, volunteers and children.

Class/Yr, Group:		Trip Leader:	
Teacher:		Support Staff:	
Number of children:		Volunteers:	
Venue:		Date of trip:	
Context of Trip (including curriculum links)		Intended Outcome of Trip:	
What went well?	Planning process Transport Staffing/Volunteers Venue Running of the day Any incidents (including First Aid) Intended outcomes of the trip		
What would you change if you were to repeat the trip?	Planning process Transport Staffing/Volunteers Venue Running of the day Any incidents (including First Aid) Intended outcomes of the trip		

Signed by:

Class Teacher: _____

EVC: _____