

Educational Visits Policy



Signature	
Date Approved	January 2025
Review Frequency (Years)	2 years
Date of Next Review	January 2027

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Charsfield CofE Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Charsfield CofE Primary School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Mark Taylor and Jane Drax, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Executive Head (Mark Taylor). The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Executive Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Governors are responsible for authorising type 2 residential visits. For additional responsibilities refer to the MAT safeguarding policy and governors terms of references. In addition, governors may request 'read-only' access to EVOLVE.

The Local Authority are commissioned for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least **10 days** in advance, and then forwarded to the Exec Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Exec Head to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the MAT CEO (Melanie Barrow).

Educational Visits Checklist

Charsfield CofE Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Charsfield CofE Primary School School's Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

The school obtains blanket consent when a child joins the school for activities that fall within the 'Extended learning locality' (see Appendix 1). Parents have the option of consenting online via Arbor, or through a traditional paper consent form.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via Arbor, letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting online via Arbor, or through a traditional paper consent form.

Inclusion

The school complies with the Equality Act 2010 and will try to include all children in off site activities and make reasonable adjustments where necessary.

Charging / funding for visits

The school will make every effort to ensure a trip takes place. However, if enough children do not go and a trip cannot be funded the trip may have to be cancelled. This decision should be made in good time before the trip, at least 6 weeks. Those children in receipt of pupil premium funding will be offered a subsidy where possible. Additionally, if requested parents will be given the option to spread the cost of trips over an extended period.

Transport

School / hired self-drive minibus – the school follows National Guidance.

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

Use of staff cars to transport pupils

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures. We always follow the National Guidance on Transport in private Cars and the ASST Driving on Business Policy. Any person offering to transport children other than their own for school purposes are asked to complete a 'Volunteers use of private car to transport young people' form. Insurance providers do not give consistent guidance regarding the level of cover required to transport children during curriculum time. Therefore, parents are asked to check that their insurance policy cover the "transportation of school children – (this is not for hire or reward,) and we ask them to provide this in writing. This form is then retained by the school office. See Appendix 3.

Link to ASST Driving on Business Policy.

https://www.asst.org.uk/files/ugd/d48f8b_a2cf665e788c400f8760b269d4f72fb2.pdf

Insurance

The school has insurance RPA. The insurance certificate can be found in the school office.

Other topics

Swimming Lessons

Transport is provided through Framlingham College and staff cars. Pupils are to be supervised by staff in the changing rooms, but no member of staff should be left alone with individual pupils. *Staff are not to take their mobile phones into the changing rooms and should swop phones with other staff while changing.*



Charsfield Primary Sports Fixtures Policy

General	<p>Sports fixtures which take place at another school and are either in or out of school time follow the Operating Procedure below.</p> <p>These fixtures:</p> <ul style="list-style-type: none">• should be recorded on EVOLVE via the 'Local Area Visit' module or on EVOLVE Sports.• require informed parental consent.• do not normally need additional risk assessments/notes (other than following the Operating Procedures below).• are organised and run by a qualified teacher/competent employee.
Locations	<p>Sports fixtures primarily take place at schools and locations listed below. These include, but are not limited to, the following frequently visited venues: e.g.</p> <ul style="list-style-type: none">• <i>Activities within the school's Local Learning Area</i>• <i>Hartismere High School</i>• <i>Thomas Mills High School</i>• <i>Framlingham College</i>• <i>Mellis Common</i>• <i>Stradbroke Leisure Centre</i>
Exclusions	<p>This policy <u>does not include sporting events</u> which fall under our main Educational Visits Policy, such as:</p> <ul style="list-style-type: none">• Sports Tours – if overnight• Tournaments – if overnight or adventurous
Operating Procedure for Sports Fixtures	
<p>The following are potentially significant issues/hazards within our Local Learning Area:</p> <ul style="list-style-type: none">• Road traffic.• Other people<ul style="list-style-type: none">○ social distancing○ members of the public○ animals○ etc.• Losing a pupil.• Uneven surfaces and slips, trips, and falls.• Weather conditions.• Issues related to the actual sporting activities being practiced• Travel by minibus• Travel by coach• Travel arranged by parents (which is managed in-line with school/employer policy)	

These are managed by a combination of the following:

- The Head, Head of School or EVC 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 for 'Sports Fixtures' is explained to all new parents when their child joins the school, consent is obtained and a synopsis is in the school prospectus.
- The minibus is well maintained and is driven by an approved, competent driver who holds the relevant licences, qualifications and experience (of this vehicle, route etc.)
- There will normally be a minimum of two adults (at least one employee).
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Staff are fully aware of the procedure to follow in the event of an injury to a student, particularly if a hospital visit is necessary.
- 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 check with the office that the names of all attendees are recorded and kept by the admin staff.
- A mobile is taken with each group and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
- If pupils will be travelling by car, [National Guidance 4.5c Transport in private cars](#) and school policy will be adhered to.
- If parent arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is organised should be clear and transparent.
- School staff should know when, where, and who will be collecting pupils, especially where this is not a known parent/guardian.
- The school will ensure no lone working or 1:1 situations arise with dismissal unless by prior arrangement
- Staff have parents' contact numbers available.

Notes

Appendix 1 - Extended Learning Locality

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.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- *Charsfield Parish Church*
- *Charsfield, up to village boundaries (see red area below)*



'No-go' areas within the Boundaries

- The roads leading out of the village that do not have pavements.

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- Animal faeces.
- 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 Exec Head or Head of School 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.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- There will normally be a minimum of two adults.
- 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. For example – return to school, wait where they are, go to x and ask for help, etc).
- 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 either record the activity on EVOLVE (Local Area Visit module), or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

IMPORTANT

Regular head counts must be conducted, and any missing pupils must be reported to the school office ASAP.

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card (*Available via www.oeap.info*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
8. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).

APPENDIX 3 - Volunteers use of private car to transport young people

To: The Head of Establishment (_____)

I confirm that I am willing to use my own vehicle for transporting young people on educational visits.

I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

I confirm that I have checked that my level of vehicle insurance covers me to transport pupils during curriculum time. (see below)

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4 | Date:

The establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT Insurance, Driving Licence.

Vehicle insurance Cover

Insurance providers do not give consistent guidance requiring the level of cover required to transport young people during curriculum time. Each insurer will have its own rules regarding the requirement of additional 'business use insurance' rather than your standard cover.

Volunteers must check with their own insurer prior to volunteering to transport to transport young people and follow precisely what their own insurer requires.