



*Providing the keys to success for every child*

## **Whole School Policy on:**

# **Educational Visits and Off-Site Activities**

**Head teacher: Mr M Cowell**

**Kent County Council**

<b>Document Title:</b>	<b>Policy – Educational Visits and Off-Site Activities</b>
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<b>Prepared by:</b>	<b>Mrs N Smith</b>
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## **1 Responsibility for Policy**

**Member of staff with responsibility for this policy: Mrs N Smith.**

## **2 Outline**

At Palm Bay school we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. A copy of the relevant documents will be kept with the Educational Visits Co-ordinator (EVC) and are also available to view at - [http://www.kenttrustweb.org.uk/Policy/outdoor\\_regs.cfm](http://www.kenttrustweb.org.uk/Policy/outdoor_regs.cfm)

## **3 Aims and Purposes of Educational Visits**

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of opportunities and activities are outlined in the school brochure along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of



- worship, farms)
- Day visits for particular year groups
- Residential visits
- Adventurous activities, which might be classed as higher risk.

## 4 Approval Procedure and Consent

The Head teacher has nominated a teacher as per DFE Guidance as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head teacher or EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents/carers the Headteacher, the EVC and, if necessary, the Governors must approve the initial plan.



Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'e-Go' Usernames and Passwords will be managed by the EVC or Head teacher.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (e-Go).

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits, parents/carers will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents/carers will be given the timetable for the activities that pupils are involved in and will be informed by text or phone if an activity has to be cancelled.

For any visit lasting a day or more, parents/carers will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' and 'Diversity' which apply to all educational visits.



## **5 Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that list DBS screening is available where necessary for volunteer adults assisting with educational activities and visits.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.

The staff:pupil ratios will not exceed those as recommended by the Local Authority. These are 1:6 in KS1 and 1:15 in KS2.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **6 The Expectations of Pupils and Parents/Carers, Including Payment for Trips**

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will be part of the conditions of booking by the parents/carers, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

When looking at funding, the basic principle underlying the charging provisions of the 1988 Act is that education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.



Voluntary contributions can be requested for any educational visit that takes place during the school day; however a pupil cannot be prevented from taking part in the visit on the basis of a family not making a sufficient contribution.

The educational charge cannot exceed the actual cost that will be incurred.

Accounts related to off-site activities should be kept by the Visit Leader and checked by the school Finance Secretary.

## 7 Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the school's (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

## 8 Risk Assessments

Risk Assessments and Risk Management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill.

The Visit Leader will fill in a front sheet summary of the trip that should be attached to the risk assessments (Appendix 3).

The Visit Leader will carry out a Risk Assessment for each mode of transport used and each place to be visited.



If a provider has their own Risk Assessment this may be used but should be adapted by the Visit Leader to suit the requirements of the class attending.

All Risk Assessments should be agreed by someone trained and competent to assess risks e.g. the EVC. These Risk Assessments should be carried on the visit and referred to if necessary.

## 9 Evaluation

The EVC will ensure that any Risk Assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

## 10 Policy Review

This policy will be reviewed bi-annually (every 'even' year) during Term 4, or when necessary to ensure it meets current guidelines and legislation.

Policy last reviewed by Mrs N Smith – Educational Visits Co-ordinator (EVC) March 2014.

Next review date: Spring Term 4, 2016 (or sooner if there is a change in guidance).

## 11 Appendices

Appendix 1 – Roles and Responsibilities of Governors, Head teacher, EVC, and Visit Leader  
(as per HASPEV document)

Appendix 2 – Visit Planning Checklist

Appendix 3 – Risk Assessment - Front Sheet



## Appendix 1: Educational Visits and Off-site Activities

### ROLES AND RESPONSIBILITIES

#### The Visit Leader

- The Visit Leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare.
- The Visit Leader must:
  - Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policies and procedures.
  - Plan and prepare for the visit and assess the risks.
  - Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

#### The Outdoor Education Adviser

Core function - act on behalf of the employer to discharge health and safety responsibilities for educational visits through:

- policy and guidance – (Safe Practice of Off-site Visits), based on Risk Assessment, including defined standards of competence.
- managing an approval system to assess proposals for certain types of visits.
- provision of procedures to monitor and review safety during educational visits and activities.
- provision of training opportunities.
- provision of advice and associated information.

*and in the wider role - promote, develop and support quality learning outside the classroom.*

#### Role of the EVC

- Work with Visit Leaders to ensure that aims of the educational visit are achievable.
- Ensure Visit Leaders know and understand both the school and LA requirements (e-Go) and deadlines in terms of visit approval.
- Ensure that Visit Leaders understand what is required in terms of Risk Management.
- Assess the competence of leaders and other adults involved in each visit.
- Ensure that the agreed rationale for the 'when and how educational visits occur' is followed by all staff.
- Support the Head and Governors with approval and other decisions.
- Ensure effective liaison with parents/carers and informed consent is obtained.
- Ensure that emergency arrangements and procedures are in place and tested.
- Keep records of visits and accident/incident reports.
- Arrange 'Educational Visit' training of leaders and help organise induction of new staff (inc. accessing Outdoor Education website and how to use e-Go).
- Review systems and monitor practice.





## **Appendix 2: Educational Visits and Off-site Activities**

### **PLANNING CHECK LIST FOR OFF-SITE ACTIVITIES**

This check list is to help the Head/Group Leader to ensure:

- *The safety of the participants and staff*
- *The maximum educational benefit to participants*
- *Effective organisation and administration*
- *Issues related to access and conservation are addressed*

It may be used by the Head of Establishment/Youth and Community Area Officers to decide whether **final** approval for a visit is given.

For any visit and off-site activity the Party Leader's responsibility is

- to: *the parents, guardians or carers, landowners, public agencies, the general public and to wildlife.*
- through: *the head of the establishment/the Youth and Community Area Officer, the Governing Body, the County Council.*
- for: *the group member.*

#### **1. GROUP LEADER**

Is there a clearly identified group leader, familiar with the basic principles of safe practice?

**Tick Box**

☐

#### **2. PURPOSE**

Has the purpose, objectives and learning outcomes of the visit been clearly identified, and are they appropriate to the age and ability of the group?

☐

Does this fit in with the overall programme of the establishment?

☐

Has this been discussed and agreed with the provider?

☐

Is it part of a progressive development for the group?

☐

#### **3. LOCATION**

Is the location of the visit appropriate to the activity to be undertaken?

☐

Is it the only and best venue which can be used to achieve the objectives? (Where possible avoid using ecologically sensitive or over used sites if suitable alternatives are available.)

☐

Have you considered/established realistic timescales?

☐



## 4. ADVICE AND APPROVAL

Have you discussed plans with your Educational Visit Co-ordinator or Head teacher?

☐

Does the proposed programme include adventurous activities?  
(See definitions B1.1)

☐

Have you checked that the provider complies with KCC regulations and guidance? (For further details contact the Outdoor Education Unit).

☐

## 5. STAFF

Are the members of staff leading activities suitably qualified and experienced for the activities proposed?

☐

*(Inexperienced staff will benefit from accompanying more experienced staff.)*

You need to check that technical coaching qualifications held by any external activity providers and your own staff, are current and comply with KCC requirements.

## 6. STAFF/PARTICIPANT RATIO

Will the group have the correct staff/participant ratio necessary for the activities proposed ?

☐

Will this include male and female supervision where necessary?

☐

## 7. PRELIMINARY VISIT

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?

☐

*(e.g. travel time, access (inc. access for any disabled members) and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues including Fire procedures, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)*

If not, has action been taken to ensure the Group Leader is aware of potential risks and opportunities?

☐

## 8. RISK ASSESSMENT

Have the risks involved in the activities you propose, been fully considered?

☐

Have you planned, and recorded your control measures?  
(See *Framework for Health and Safety* – Sections 4 and 12)

☐



**9. PARENTAL CONSENT**

Has the written consent of parents/guardians/carers been obtained for the visit and for the specific activities which are planned for young people under your supervision?

☐

**10. THE PROGRAMME**

Do the participants and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

☐

If not, will another provider be supplying the additional appropriate equipment ?

☐

Are the participants prepared for taking part in the proposed Activity ? e.g. *Completed preparatory work, made links with other subject areas, if appropriate.*

☐

Are the participants physically capable of taking part in the proposed activity ?

☐

Is there an alternative programme in the event of poor weather?

☐

**11. ORGANISATION**

Do you have first aid available and staff who hold a first aid qualification relevant to the working environment?

☐

Do you know and understand the insurance arrangements?

☐

Does the provider hold the required level of Insurance?

☐

Do you need to take out additional insurance? (breakdown, cancellation)

☐

Is appropriate transport available?

☐

Is an EHIC needed?

☐

**12. FINANCE**

Have adequate arrangements been made to finance the visit and manage the finances through a school/centre account?

☐

Are you aware of VAT regulations, particularly regarding criteria for VAT recovery?

☐



**13. BRIEFING FOR PARTICIPANTS AND STAFF**

The participants must be properly briefed on the activities they will undertake during the visit. Has a date/time been set?

☐

*(Within the briefing include:*

- *rendezvous procedure for lost participants*
- *groups for study or supervisory purposes*
- *a system of recall and action in emergencies*
- *relevance to prior and future learning)*

The leader must also brief adults and voluntary helpers ?

☐

*(This should include reference to:*

- *careful supervision, to cover the whole time away*
- *anticipation of hazards*
- *standards of participant behaviour expected*
- *regular counting of participants*
- *how much help to give to participants in their tasks*
- *a list of names of people in sub groups)*

**14. EMERGENCY CONTACT**

Has a named point of contact been identified 'at home' in the event of an emergency, who has a list of the group members and a programme of the group's activities?

☐

Is there an emergency phone number known to all adult helpers, 'at home' or at your 'base'?

☐

**(Warning** – Mobile phones are not always switched on, charged up or able to receive signals).

**15. LEA APPROVAL AND MONITORING**

If the visit includes a residential element or adventurous activities has LEA Approval been given? (GOF1 submitted at least 6 weeks before the visit).

☐

**16. COMMUNICATION**

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

☐

Have you prepared an information pack for parents/participants?

☐

Have you noted dietary requirements?

☐



## 17. EQUIPMENT/RESOURCES

Is a limit necessary on pocket money/valuables taken by participants?  
Have you established what equipment will be required by the group,  
and how you can acquire it? (e.g. hire, loan or purchase).

☐

## 18. FOLLOW UP

Have arrangements been considered for appropriate follow-up work,  
evaluation (participants and staff), and debriefing with Head of  
establishment and contacts after the visit?

☐

*(After the activity don't forget to thank colleagues and helpers - and  
participants if they have performed well! Inform others of your  
journey, results or activity including parents and governors, through reports, a display  
of work, sharing of outcomes. Consider a more formal presentation.)*



### Appendix 3: Educational Visits and Off-site Activities – Risk Assessment Front Sheet

This is a front sheet to accompany the existing risk assessment used by our school. The venue visited should normally have a risk assessment that should be written on making a pre-visit to the venue. The venue risk assessment will provide the specific detail of risks pertaining to the venue. If a venue does not have a risk assessment it has to be questioned whether a visit should take place to that venue. The venue risks should be added to the risk assessment.

Palm Bay Primary School

EDUCATIONAL VISIT FRONT SHEET

SCHEDULE:

CLASS : ..... DATE(S) OF VISIT .....

DESTINATION : ..... TEL. No: .....

CONTACT (if appropriate): .....

TRANSPORT ARRANGEMENTS : ..... TEL No: .....

TIME DEPART SCHOOL: ..... TIME RETURN TO SCHOOL: .....

PURPOSE OF VISIT .....

RESPONSIBILITIES:

ORGANISER: .....

NUMBER OF ADULTS (ratio 1:6 for KS1, 1:15 for KS2): .....

NUMBER OF PUPILS: ..... RATIO: .....

NAME(S) OF ADDITIONAL ADULTS:

1) .....	2) .....
3) .....	4) .....
5) .....	6) .....

FIRST AID:

NAME(S) OF STAFF WITH FIRST AID RESPONSIBILITY:

1) .....	2) .....
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MEDICAL LIST GIVEN TO FIRST AID STAFF: YES / NO

.....

ADMINISTRATIVE INFORMATION:

TRANSPORT BOOKED: .....

CONFIRMATION RECEIVED: .....

PRE-VISIT CONFIRMATION: .....

CLASS LETTER TO PARENTS SENT: .....

KITCHEN INFORMED: .....

**RISK ASSESSMENT/ DAY PLAN / CLASS / GROUP LIST / MEDICAL LIST COPIED FOR ALL ADULTS INVOLVED:**

**YES / NO      DATE: .....**