



Educational Visits Policy

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| Establishment type | School |
| Name of establishment | Katherine Semar Schools |
| Who is employer | Saffron Academy Trust |
| Responsibility for offsite visits | Anthony Hull and Rob Aiken, EVCs and Deputy Headteachers Julie Puxley, Headteacher, |
| Date Trained | Julie Puxley 14/06/2011 Full Julie Puxley 19/11/2014 Update Julie Puxley 03/11/2016 Update Anthony Hull 05/06/2017 Full Anthony Hull 19/09/2019 Update Julie Puxley 19/09/2019 Update Rob Aiken 19/09/2019 Update Julie Puxley 15/09/2021 Update Anthony Hull 15/09/2021 Update Rob Aiken 15/09/2021 Update |
| Policy agreed | November 2022 |
| Signed off by | Anthony Hull, EVC |
| To be reviewed | November 2024 |
| Other Policies Related | Child protection. Inclusion, volunteer, finance, staff training, health and safety, forest schools (multiple), teaching and learning DfE H&S advice on legal duties & powers November 2018 OEAP National Guidance |
| Other relevant documents (available on school network) | Visit Leader Checklist Critical incident cards Generic risk assessments Letters to parents Consent forms Risk Benefit Assessment Template Insurance documents Generic trip letters |

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1 Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Katherine Semar Schools reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom*. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)

see website link : www.oeapng.info/

- The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Katherine Semar Schools, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. Some examples of different activities:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, fieldwork further away

- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- Computing – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

- **Gaining approval for a trip**

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors may approve any visit involving an Overnight stay or Overseas travel. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

4.2 The Headteacher or EVC:

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process EVOLVE is used to log, audit and approve all off site visits Including PE and sports fixtures.

Approval is delegated to the EVC with the exception of overseas visits, residential visits and adventurous activities which require the Headteacher to approve.

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|---------------------------|----------------------------|--------------|
| Overseas | Yes and formal approval by | EVC and Head |
| Residential | Yes and formal approval by | EVC and Head |
| Adventurous | Yes and formal approval by | EVC and Head |
| Day Visits with transport | Yes and formal approval by | EVC / Head |
| Local Area Visit | Yes and verbal approval by | EVC / Head |

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6 Parental Consent

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note when consent is NOT required:

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfef20consent20form.doc>

At Katherine Semar Schools, we obtain blanket consent at the start of each academic year for offsite visits taking place within the school day. We inform parents in writing in advance of any trip or visit and reply slips are requested for any trip or visit where departure or return takes place outside the normal school hours. For overseas, residential and adventurous visits parental consent is sought via reply slips.

There are generic trips letters for both Infant and Junior Schools. When planning a trip or visit, these letters should be adapted as necessary and checked by a member of SLT or the EVC before being sent out.

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

KSS visit leader's checklist

www.oeapng.info 3.3e-Visit-Leader-Check-List

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management. All risk assessments are completed using EVOLVE at least 2 weeks in advance of the visits and approved by the EVC.

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible.
- the itinerary for the entire day.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

Young children must be kept in escort's group at all times.

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.)

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

8.3 On return

8.3.1 Check all children off the coach, or when walking, back into the school building. A member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known adult. Children must not be collected or allowed to leave school directly from the coach.

8.3.2 A teacher must remain with uncollected children until all adults have arrived and all children have departed.

9 Financing the visit

Katherine Semar Schools will ask for a voluntary contribution for each trip or ask for a voluntary contribution for the whole year.

When stating the cost for each individual trip:

No child will miss a trip if parents do not make a voluntary contribution and additional support will be made for children in receipt of the PPG. However, if sufficient financial support is not forthcoming to cover the costs, the visit will be cancelled.

Each year, depending on Covid-19 or financial limitations on families Katherine Semar Schools will either:

- ask for a lump sum voluntary contribution at the beginning of each year which parents can choose to pay in termly instalments.
- Ask for a voluntary donation from parents to fund each visit.

Some visits may incur large amounts of money, e.g. residential visits.

A formal approval from the SLT / School Finance Manager will be sought before deposits paid.

10 Insurance

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Trips and visits:

All adults up to the age of 70 and children are covered for school journeys under the school policies.

Infants: Zurich policy number KSC – 242052 – 7783

Juniors: Zurich policy number KSC – 242052 – 7733

These policy documents are stored in both school offices and on the EVOLVE platform.

Motor insurance:

School staff are covered under the school policies.

Infants: Zurich policy number KSC-242052-7783-52

Juniors: Zurich policy number KSC – 242052 – 7733-52

These policies cover staff if they are travelling on school business, including transporting children. However, it does not replace the staff member's own motor insurance. This policy is only valid if the vehicle being used is insured for use by the driver and has a current MOT certificate, the driver must have a valid driver's licence.

Minibus insurance:

School staff are covered under the school policies

Infants: Zurich policy number KSC-242052-7783-57

Juniors: Zurich policy number KSC – 242052 – 7733-57

These policies are only valid if the driver has the D1 qualification and has signed a consent form in the Junior School office to state that they are willing to drive the minibus. This insurance is invalid if a driver fails to declare any endorsements on their licence.

11 Transport

All transport for visits must be booked through the school office. Reputable coach providers will be used as required and operators will be checked for public liability insurance.

If children are travelling in the school minibus, the appropriate pre-drive checks will be carried out according to the checklist in the Junior School Office. The minibus will only be driven by members of staff who have the D1 qualification, have provided the office with a copy of their driver's licence and have signed the consent form to drive the minibus.

If children are travelling in private vehicles the office must have copies of staff member's driving licence, current insurance documents and MOT certification (if required) for the vehicle being used.

Also see guidance from OEAP NG -

4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5b Transport-minibuses 4.5c-Transport-in-private-cars 4.5e-Hiring a coach

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

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| Reviewed: | November 2022 |
| Next revision due: | November 2024 |

Appendix 1 - Extended Learning Locality (Local Area Visit)

Boundaries

The boundaries of the locality are shown on the attached map. This area includes, but is not exclusive to, the following frequently used venues:

- Saffron Walden County High School (including Saffron Hall)
- St Mary's Church
- Saffron Walden Baptist Church
- Stanley Wilson Lodge
- Any primary school within Saffron Walden
- Bridge End Gardens
- Audley End House
- St Mark's College
- Lord Butler Leisure Centre
- Saffron Walden Cricket Club
- Saffron Walden Town Centre

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Correct minibus use procedure.
- Correct use of staff's personal vehicles procedure.

These are managed by a combination of the following:

- A Local Area reduced Evolve form is completed.
 - 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 'Extended learning locality' is explained to all new parents when their child joins the school.
 - There will normally be a minimum of two adults – this is dependent on group size, ratios should be maintained as for any trip or visit if a whole class or year group is taking part.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate 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.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

This will only require the brief 'Local Area Activity' MINI- EVOLVE form.

