

Educational Visits Policy



Amington Heath Primary School and Nursery

Written on: 25/1/22

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COVID 19 AMENDMENT- guidance surrounding Educational trips is regularly changing. EVC and HT stay upto date with guidance and this is reflected in the school's Covid Risk assessment. All decisions to carry out an Educational visit are inline with this risk assessment and the guidelines. All Evolve submissions are provided with an upto date Covid note and staff are supported in how to ensure this is well addressed on their visit by the EVC.

Revised Jan 2022

1. Introduction

Amington Heath Primary School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's [Educational Visits Policy](#) and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

The Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training (must be refreshed every 3 years) and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance
- To ensure that staff are well-trained in the planning, risk assessment and carrying out of Educational Visits.

The designated EVC for Amington Heath Primary School is **Charlotte Wetton**.

The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary. All staff must be accompanied by a member of SLT on their first trip as a visit lead. All staff have a delegated Deputy lead for school visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Residential or adventurous activities risk assessments must also be submitted for approval from the LEA/Entrust.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher or EVC to plan a visit through a trip proposal. Once granted, complete a previsit and risk assessment. They should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Guidance from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for Guidance.

Visit forms should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. They may also have a block EVOLVE risk assessment if this has been clearly identified and staff and pupils do not change. Where they change, a note should be added.

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the [Charges for Off-Site Activity](#) guidance document.

4. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Amington Heath Primary School follows a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people. See appendix A.

It is recommended that Amington Heath Primary School staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage staff from making full use of educational visit learning opportunities. This can be informed through a pre-visit.

Effective supervision – There are no set ratios prescribed in statutory guidance and instead a **SAGED** approach is applied to consider the number of staff needed.

Staff team can effectively manage
Activities proposed
Group going
Environment
Distance from base

Our general circa ratios of 1:2 2 year olds/ 1:4 3 year olds/ 1:6 Reception/ 1:10 Ks1/ 1:15 KS2 are used as a starting point to consider the **SAGED** assessment of the trip and need for effective supervision.

5. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious to contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication. Under no circumstances should these numbers be given to young people or to their parents or guardians.

6. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's [Accident Policy](#). Accident investigation and employee hazard report forms are available from the [Health and Safety](#) intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

7. Children with Medical Conditions/Needs

Reference should be made to the 'Supporting Pupils at School with Medical Conditions' policy. Further information can also be accessed from the Health and Safety Executive ("Guidance on School Trips").

All known medical should be clearly indicated on the risk assessment and accompanying staff made fully aware of this. Any care plans should be taken with the visit lead. A first aider should be named on the risk assessment and a kit carried at all times.

Amendments 14/1/22

P1	Covid amendment
P2	Addition of EVC responsibility – <ul style="list-style-type: none">To ensure that staff are well-trained in the planning, risk assessment and carrying out of Educational Visits. Leading visits addition All staff have a delegated Deputy lead for school visits. EVC training Must be refreshed every three years
P3	Addition of using a trip proposal form Change of word from approval from LA to guidance from LA in our case Entrust.
P4	Effective supervision – There are no set ratios prescribed in statutory guidance and instead a SAGED approach is applied to consider the number of staff needed. S taff teach can effectively manage A ctivities proposed G roup going E nvironment D istance from base Our general circa ratios of 1:2 2 year olds 1:4 3 year olds 1:6 Reception 1:10 Ks1 1:15 KS2 are used as a starting point to consider the SAGED assessment of the trip and need for effective supervision.
P5	All known medical should be clearly indicated on the risk assessment and accompanying staff made fully aware of this. Any care plans should be taken with the visit lead. A first aider should be named on the risk assessment and a kit carried at all times.

Appendix 1

Amington Heath Primary School Visits Checklist

It is the lead teacher's responsibility to organise the school visit with the support of SLT and office manager in accordance with the checklist below.

A minimum of 6 weeks (taking into account school holidays) before you intend to go you must:

1. Read Visits Policy	
2. Research costs of entry, travel, dates etc	
3. Request permission from the Head teacher using proposal form	
4. Hand proposal to Helen to book the trip and transport	
5. Add to calendar	
6. Check letter (produced by office) and distribute to parents	
7. Carry out pre-visit	
8. Complete risk assessment	

Three weeks before:

9. Gain parental consent and collect money	
10. Arrange staff according to visit ratio	
11. Add visit to Evolve and attach risk assessment	

Two weeks before:

12. Inform kitchen of numbers going and arrange for collection of free school meals.	
13. Confirm booking and numbers attending	
14. Inform staff at briefing which staff will be going and add to notice board.	

Seven days before

15. Check all paper work is in.	
16. Share risk assessment with staff going on trip	
17. Check that the trip has been approved on Evolve	
18. Confirm all bookings with office staff	

On day of visit

19. Check and take register of children going and emergency contact details	
20. Check and take children's medication including inhalers	
21. Check and take first aid kit and emergency inhalers	
22. Take mobile phone and emergency numbers for staff	
23. Wristband children (if in risk assessment)	
24. Inform school office or member of SLT on arrival at venue, at departure and on return to school	

Appendix 2

Educational Visit Proposal

Location /venue/provider	Year group (age range)	Number of pupils
Date of proposed visit	Visit lead	Number of staff
Any pupils requiring 1 to 1		
What is the nature of the activity? Overseas, residential, adventurous, open water?	Insurance checked – LOtC provider? £5m public liability?	

Intended outcomes

- 1.
- 2.
- 3.

		Total
Cost of venue visit per pupil		
Cost of venue visit per staff member		
Additional costs e.g. workshops		
Cost of the coach (you must get a quote for this)		

Office use only

Approved by headteacher		
Cost of visit	Minus any school contributions	Contribution per child

What must be taken on the trip?

<p style="text-align: center;">Children</p> <p>Packed lunch (free school meal if eligible) Wrist band with school phone number Adequate drinks for the day Suitable clothing for the weather and activity NO electrical devices A bag to carry their own belongings.</p>	<p style="text-align: center;">Visit lead</p> <ul style="list-style-type: none"> • Print out of evolve • Emergency contact details and medical details for all pupils and staff • Emergency school contact • Mobile phone • Printed version of the full risk assessment • Accident forms • Any care plans
<p style="text-align: center;">Deputy Visit lead</p> <ul style="list-style-type: none"> • Print out of evolve • Emergency contact details and medical details for all pupils and staff • Emergency school contact • Mobile phone • Printed version of the full risk assessment • Accident forms 	<p style="text-align: center;">First aider</p> <p>First aid kit Inhalers Accident forms Sick bucket/bags Mobile phone Instant ice packs</p>
<p style="text-align: center;">All other staff</p> <p>Mobile phone Copy of risk assessment Emergency contact at school</p>	<p style="text-align: center;">Note – all members of staff must have the visit lead and deputy lead’s phone numbers. Ideally, everyone’s.</p> <p style="text-align: center;"><i>Emergency contact for out of hours visits – MUST have the parental contacts and staff members on the visit with them.</i></p>