

Educational Visits Policy

Higher Bebington Junior School



Approved by:

Governing Body

Date: 28/02/2022

Next review due by:

February 2023

Higher Bebington Junior School

Educational Visits Policy

Our Mission

To provide, inspiring, creative and collaborative learning opportunities where all children are encouraged to reach their full potential

Our Vision

Together We Achieve

Our Core Values

Character, Curiosity, Challenge and Creativity

Introduction:

Trips, visits and learning off-site comprise an essential part of the school curriculum at Higher Bebington Junior School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' learning, to build their experiences of the local and wider world and reflect our mission, vision and values.

Within school, responsibility for educational visits rests with the Governing Body, Head Teacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety;
- cooperate with their employer;
- carry out activities in accordance with training and instruction;
- inform the employer of any serious risk.

This policy been produced to offer school staff advice and support in planning and organising of all offsite activities in order to ensure the health and safety of pupils and adults.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

The school, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural, residential or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Head Teacher with the support of the EVC.

This includes the following:

- Visits to places of interest in the local area;
- Day visits to museums, galleries and places of educational interest;

- Sporting activities including swimming sessions;
- Residential and adventurous activities.

Our school has utilised guidance from Outdoor Education Advisor Panel (OEAPNG), Wirral Local Authority and Department for Education (DfE) for the scope of this policy. Whenever possible, school will endeavour to use sites that have learning outside the classroom quality marks (LOtC) or equivalent, but recognises that this not always possible.

‘In loco parentis’ means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

Key roles and responsibilities

The **governing board** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils’ lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The **Headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the **LA** as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The **Educational Visits Coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.

- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the governing board.

The **designated trip leader** selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The **designated deputy leader** supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

Processes

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least one week prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable thorough planning.

Our school records and manages all off site trips using an online system called Evolve. All staff have access to this system and have received training through the designated EVC. All staff know our school expectations, procedures and responsibilities.

Procedures

The best practice to be adhered to in the arranging of school trips is as follows:

- Class teachers (Visit leader), with support of school office staff, arrange the entire trip and wherever possible undertake a site visit prior to the trip to support planning and risk assessments.
- Visit leaders will calculate a cost per pupil, inclusive of transport.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered into the school diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.
- The EVC must be informed using Evolve at least one week prior to departure, so that any further considerations to the plan can be implemented. The Head Teacher will view and accept (decline) the online plan, attachments and risk assessments as the final step before departure. Residential visits require all planning and risk assessments to be submitted one month prior to departure and these are subject to Local Authority scrutiny and authorisation.
- Visit Leaders will inform parents in advance of dates for school trips in class newsletters, with further specific details in a separate letter.
- Where applicable, parental volunteers will accompany the visit. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments and parent permissions will be made directly to the school office via the Parent Mail system.

Risk assessments

A full risk assessment must be completed prior to a trip, which must be approved by the school's EVC, using the Local Authority risk assessment proforma to ensure pupil and staff safety.

To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip and shared with any accompanying adults.

All risk assessments, including those from the place being visited (when available) are attached to the Evolve document for the EVC and Head Teacher to access.

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care placed upon them. The school's safeguarding policy and guidance form the DfE and, when applicable, any LA instructions will be implemented during a trip. The school will adhere to the following to ensure the safety of our pupils:

1. An adult of each gender to accompany mixed groups of pupils if possible;
2. Newly qualified teachers to be accompanied by an experienced member of staff on their first visit;
3. Supervising adults to include a member of staff with knowledge of basic first aid, if possible;
4. Supervising adults must know any specific medical details for their pupils and ensure that medication is in date and is taken on the trip;
5. First aid kits must be taken;

6. Children must be involved in the risk assessing process and the importance of staying with their partner/group/leader. Staff will brief children on the importance of regulating their own safety, using The Green Cross Code and Clever Never Goes Strategies when applicable;
7. Any adult who is not DBS checked should not be left alone with children during any activity;
8. Adults must never travel alone with a pupil in their own vehicle;
9. Any adult helpers must be fully briefed prior to leaving with names of children they are supervising, expectations, behaviour, responsibilities and mobile numbers of Higher Bebington staff, the school mobile number and the school office number;
10. The visit leader will make sure that children and support staff wear high visibility jackets if it is deemed pertinent by the visit leader for the trip;
11. When walking in public areas such as pavements, children must be in a line, pairs or single file, with teaching staff and other adults placed front, rear, and others equally spaced in between;
12. Staff will make sure that they cross roads at designated crossing points whenever possible. If it is not possible, then staff wearing high visibility jackets will stop traffic (when it is safe to do so) to enable the party of pupils, either as a whole group or as smaller units to cross safely;
13. When using public toilets, adults should check that they are clear of the general public before allowing pupils to enter and to never go inside the conveniences on their own when children are using the facilities. Staff are expected to wait outside the toilets to ensure that they are able to manage the children's safety and to prevent the general public entering;
14. Photographs of the event will only be taken on school iPads;
15. Regular head counts will be undertaken and registers taken if required;
16. For residentials visit leaders should have a 24/7 emergency contact number for a member of staff back at school. This contact needs to have access to Evolve, all medical information about pupils, emergency contacts for pupils and staff are required as attachments;
17. Pupils will not be permitted to take mobile phones and/or cameras on visits.

Ratios

<file:///N:/4.3b-Ratios-and-effective-supervision.pdf>- OEAPNG

Decisions about staffing and supervision should take into account:

- The nature and duration of the visit planned
- The location and the environment
- The nature of the group, including the number of young people and their age, level of development, gender, ability, and needs (behavioural, medical, emotional and educational)
- Staff competence
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive/participant ratios for a particular age group or activity. Ratios will be reviewed by visit leaders, the EVC and the Head Teacher.

A useful framework for assessing requirements for ratios and effective supervision is **S.A.G.E**:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, gender, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Parental Communication and Consent

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity through Parentmail or letter. All necessary details will be included in notification, as well as any payments required. In the event that a parent has failed to inform school about any changes to their blanket permission, then school will assume that the existing agreement is to be withheld.

Permission will be specifically required from parents for:

- Residentials
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours

Participant information, including data protection

[See document 4.4j “Participant Information and Data Protection” OEAPNG](#)

Information about staff and participants, including recognisable photographs, is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency. Higher Bebington Junior School allows appropriate sharing of personal data for visits, and has set out procedures for handling it.

Emergency Procedures and incident reporting

Visit leaders as part of the risk management process should include an emergency response plan (critical incident) that covers what to do if there is an incident away from school. It is expected that the visit leader and/or other supporting school staff communicate regularly with school. The school office or Senior Leader on duty will decide what action is necessary as result of receiving communication.

When visits are remote and mobile phone signals are restricted, visit leaders should have a plan, as part of the risk assessing process, for how they will communicate with school, what will happen if there is a critical incident and all supporting adults should be familiar with these plans.

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other adults and staff remain with the rest of the group. School will be notified as soon as possible, and they in turn will communicate with parents.

In the unlikely event that a child becomes separated from the group, they must follow the steps below and will be briefed about these prior to departure:

- Stay still and wait so that the visit leader or staff member can re-trace their steps to the last sighting point
- Alert their need for help to passers by but not to go anywhere with them

- Ask a member of the public to phone the police

The visit leader and another member of staff (if the rest of the group can be supervised safely) will search the immediate vicinity. Other staff will assume overall responsibility for the remaining pupils and maintain the safety and well being of the other children.

If the child is not found within approximately 20 minutes, a designated member of staff or the visit leader will phone school and ascertain whether they have information. They will phone the police and school will inform parents.

Once the police arrive, staff will handover to them to complete the search. The visit leader or other staff member will remain with the police to comfort the child when found and maintain regular contact with school. The remaining staff and adults will continue with the trip if it is appropriate to do so and return to school with the remainder of the children.

When the situation has been resolved, the Head Teacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate. The visit leader will complete the evaluation form on Evolve.

In the event that a pupil deliberately runs away from the group, the police will be contacted and the search handed over to them immediately.

Behaviour expectations for staff, pupils and volunteers

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to keep themselves **safe** by listening carefully to their accompanying adults and act on all instructions given to them. We expect our pupils to be **respectful** by behaving courteously to any adults leading or supporting the trip and to members of the public. We expect children to be **ready**, actively participating in all parts of the visit and attending prepared with whatever is required. Children will always be reminded of these expectations before going off site. If during the visit a child, despite reasonable efforts by the Visit Leader, within the scope of our behaviour policy, persistently defies behavioural expectations then the visit leader in conjunction with the Head Teacher will make a decision as to whether the child needs to return to school. In these instances, the parent/carer will be notified to make arrangements for the collection of their child from the venue.

Inclusion

(OEAPNG, 3.2E, Legal Frameworks and Employer Systems folder; Inclusion, 2014)

'The equality act (2010) states that school should not discriminate against, harass or victimise a pupil because of one of the protected characteristics (disability, gender reassignment, race, religion or belief, gender or sexual orientation) in the way that it provides (or not) a benefit, facility or service. There is a duty to make reasonable adjustments.'

Activities will be made available and accessible to all, irrespective of special educational or medical needs or protected characteristics. When a visit or activity is being planned, all reasonable practicable measures must be taken to include all pupils. Every **reasonable** effort will be made to use venues that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

A decision to exclude a pupil is not taken lightly, and only after consultation with those having responsibility for the young person including: the Head Teacher or a member of the senior leadership team, EVC, visit leader, if they are different from the class teacher, parents, support staff, any third party provider, and possibly depending on the circumstances healthcare professionals.

Where a pupil's behaviour is the difficulty and is not associated with a protected characteristic then it is unlikely that the Equality Act applies.

When there is doubt about including a pupil on an off-site visit on the grounds of their behaviour as it is likely to compromise the protection and safety of the pupil and that of all other participants then the following points will be considered:

1. The nature of the off-site activity and the timing in relation to
2. Identify the issue at the earliest stage
3. Involve all relevant parties as listed above
4. Establish a behaviour management plan with agreed action points that might enable inclusion on the visit
5. Establish behaviour targets and timescales to be met to allow inclusion or trigger a decision to exclude
6. Provide an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues
7. Ensure that what is expected of staff is reasonable and within their competence
8. This process is recorded

The Head Teacher will decide when to refuse to take a pupil on a trip or to let them only participate in parts of the visit after the above process has occurred. In the event that the off site visit has arisen last minute then, as time is restricted, steps 1 -8 could be compromised due to timescales. As a result the Head Teacher reserves the right to decline participation to participants.

Charging and Insurance

This policy confirms the right of the school to invite voluntary contributions towards the cost of educational trips, visits or activities within school-whether during or outside school hours. Contributions are calculated by taking the overall cost of trip, visit or activity and dividing it by the amount of pupils participating.

- The Governing Body cannot charge for activities undertaken during school hours in relation to the National Curriculum. Therefore, non-residential school trips, visits and activities are likely to be funded by the receipt of voluntary contributions.
- When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary.
- If sufficient voluntary contributions are not received, and the school cannot fund it via another source, the Headteacher may cancel the trip or make such changes to the organisation of the trip as they think necessary.
- There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.
- Parents will not be asked to contribute to meet the costs of adults accompanying the trips and visits or of those children whose parents are unwilling or unable to pay.
- No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.
- The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- The school will never charge more than the cost needed to provide the trip/visit/activity.
- For non-residential education trips, visits or activities no charge will be made for children in receipt of Free School Meals, children previously in receipt of Free School Meals (Ever6) and Children Looked After (CLA).

Residential Visits

- Parents/carers will be charged for the cost of board and lodgings on residential trips.
- The cost for transport and the additional activities that the children undertake whilst on the visit will be borne by the school and we will ask for voluntary contributions towards these.
- However, as stated above, if voluntary contributions made for charged activities and travel are not sufficient to enable a planned residential to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as they think necessary.
- For children in receipt of Free School Meals, children previously in receipt of Free School Meals (Ever6), Children Looked After (CLA) and children previously looked after (Post-CLA) costs will be met in full by the school.

The school also meets the cost of:

- Charges made by residential centres for the adults accompanying the residential visit;
- Supply teachers to cover for teachers accompanying pupils on visits;
- Material costs whilst at the residential centres.

The school will have the appropriate insurances for travel and liability.

Other relevant policies:

- Teaching and Learning
- Behaviour
- Privacy Notice
- Safeguarding
- Health and Safety
- SEND
- Charging and Remissions
- Mobile Phones and Cameras

Contacts:

Sam Calveley: Head Teacher

Emma Whittaker: Deputy Head Teacher

Janet Devoy: EVC and Assistant Head Teacher

References:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> accessed January 2020

<https://oeapng.info/> accessed January 2020

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- **[New]** Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- DBS Policy