



EDUCATIONAL VISIT POLICY

Chatten Free School

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Introduction

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

Additional guidance and regulation should also be 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.

Reasons for visits

- All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- All activities must have a clearly defined educational purpose. To enrich the curriculum for the children at Chatten Free School, we offer a range of educational visits and other activities that add to what they learn at school.

Visits and curriculum links

- All educational visits and activities support and enrich the work we do in school. . Some visits relate directly to areas of learning for individual pupils, whilst others relate to all our children.
- Trips will always have a valid link to an area of an individual pupil's learning programme



Gaining permission for a trip

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 must approve any visit involving an Overnight stay or Overseas Visit.
- The Governors delegate the Head of School / EVC the responsibility to approve all other visits including Local Area Visits
- The Governors have adopted a charging and remissions policy

The Head Of School or EVC

- is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils.
- should ensure the suitability of all staff appointed to the visit.
- should ensure that the visit leader fully understands his/her responsibilities.
- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- should have a system in place to record, audit and monitor school off-site visits.

Evolve and approval

The table below shows which trip types must be submitted through and Evolve and what level of approval they require

Trip type	EVOLVE	Approval level	Type
Overseas	Yes	Head/EVC/LGB	Formal
Residential	Yes	Head/EVC/LGB	Formal
Adventurous	Yes	Head/EVC	Formal
Day visits with transport	Yes	Head/EVC	Formal
Local area visit	Yes	Head/EVC	Verbal



Choosing a provider

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

- Do the values and ethos of the provider match your expectations?
- Is there a clear understanding about the responsibility for supervision at all times during the visit?
- What are the respective roles of provider staff and your staff?
- What provision will be made for our pupils' special needs?
- How flexible is the programme to meet changing circumstances?

YOU HAVE A DUTY OF CARE TO ENSURE THAT ANY PROVIDER YOU USE
MEETS ACCEPTABLE STANDARDS.

When using external providers and facilities ensure you have read National Guidance from OEAP (<https://oeapng.info>).

Parental consent

When to get consent from parents:

Parental consent to off-site activities: Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school 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.

See also

OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)



Checklist for all off-site activities

All visit leaders should complete a checklist before going out on a trip of any kind. Different classes may need to develop their own checklist based on individual needs of their pupils and their programmes. We suggest classes use the checklist found at:

www.oeapng.info 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader

As a basis to develop these lists.

The visit leader

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

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.

Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. A [Juniper Education online learning module](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

The visit

On the day

Leave in the school office:

- an amended list of children attending and going on visit.



- full list of escorts and staff and groups of children for which they are responsible
- the itinerary for the trip
- 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.

During the visit

- Pupils will always be accompanied and supported by their one to one at a level appropriate for that pupil and in line with their behaviour and educational programme.
- Safeguarding continues to be highly important when in the community. Care should be taken to take account of this factor.
- Courtesy to the public must be shown at all times however child safety will always come first.
- 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.

On return

- Check all children off the bus and 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 parent or neighbour.
- A teacher must remain with uncollected children until all parents have arrived and all children have departed.

Cost

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the School's policy concerning parents who are unable to offer a voluntary contribution – which is that no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the



visit may have to be cancelled. State when and how you would like to receive payment.

- The charging an remissions policy should be consulted prior to requesting money from parents.

Insurance

Introduction

- Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.
- The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

- The teacher, in common with all other employed persons, is covered against industrial injuries. 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.
- 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.

Emergency / Critical Incident Procedures

See OEAP National Guidance document for additional guidance:



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

- All leaders must carry the school's 'Critical Incident form' (z Cards)– 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.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

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.

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.



Appendix 1 - Extended Learning Locality (Local Area Visit)

General

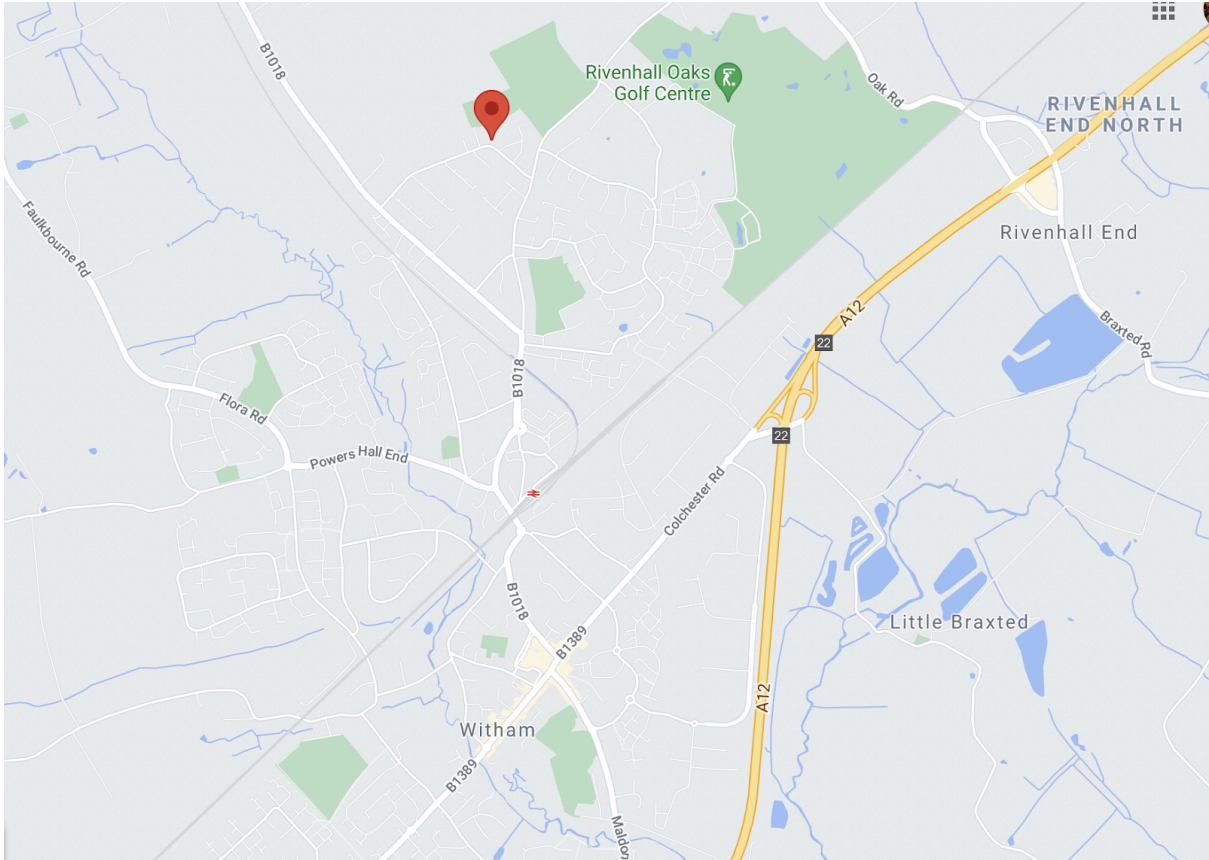
Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module. (Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)
- 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 (optional). This area includes, but is not limited to, the following frequently used venues: e.g.



Operating Procedure for Local Learning Area

(The below is simply a generic risk assessment for these routine activities)

- The following are potentially significant issues/hazards within our Local Learning Area:
- 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 fieldwork (nettles, brambles, rubbish, etc).
- Individual pupils behaviours



These are managed by a combination of the following:

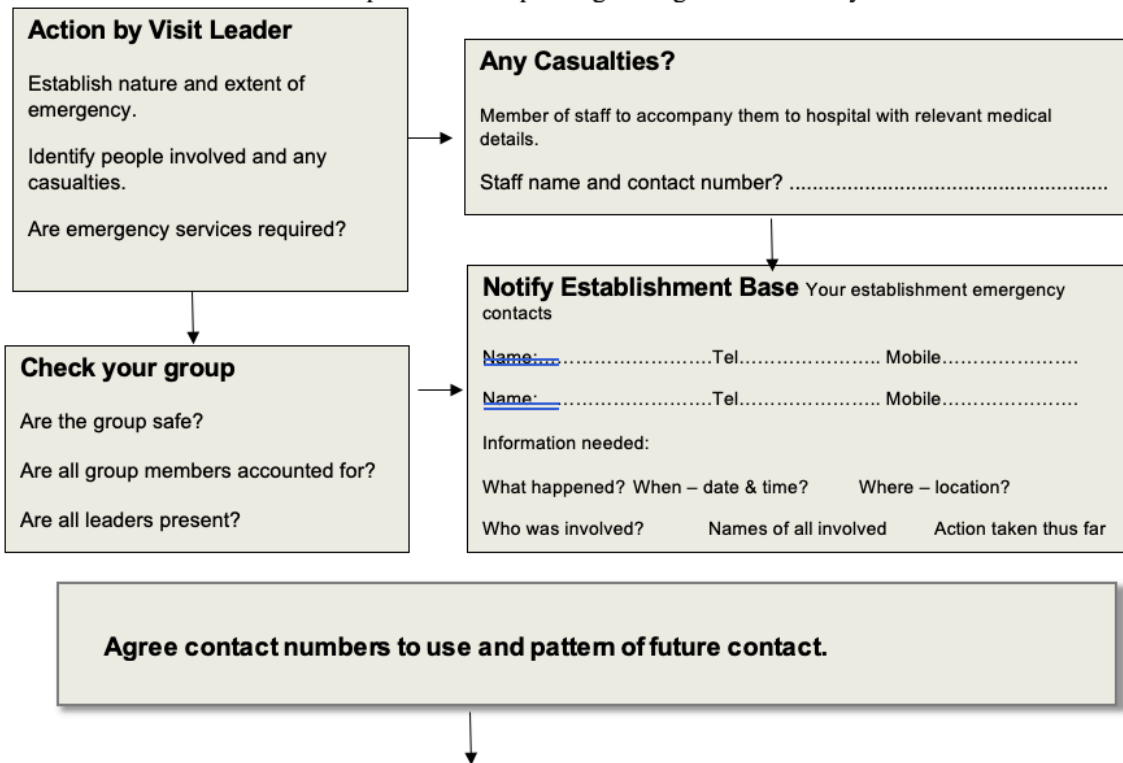
- Only staff judged competent to supervise groups in this environment are approved. This includes teachers and tutors who have passed their probation working with pupils who they are experienced working with.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Regular handwashing or regular hand sanitising is in place
- The selected route takes the least busy option
- 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. Amend as necessary
- 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.)
- Staff working with pupils are familiar with BOTH the schools behaviour support policy and individual pupils behaviour support plans.
- Staff are trained and confident in the use of restrictive physical intervention and can use this as required.

PLEASE NOTE THIS IS A WORKING DOCUMENT – WHEN CHATTEN OPENS
LOCATION SPECIFIC RISKS AND MANAGEMENT TECHNIQUES WILL BE
ADDED AS APPROPRIATE.



Appendix 2 - Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

