



EDUCATIONAL VISITS POLICY FOR SOUTHVIEW SCHOOL, SOUTHVIEW COLLEGE AND THE VIEW

Learning
Respect
Compassion
Responsibility

Hereafter referred to as “Southview School”

Introduction

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

This policy sets out the Codes of Practice and guidelines followed by the school to ensure that the school takes all possible steps to ensure the health, safety and wellbeing of all its pupils and staff on all educational visits. This policy must be implemented in conjunction with guidance and procedures outlined within the OEAP National Guidance as well as the requirements of the latest statement from Juniper Educational Visits support – Advice and Guidance – September 2021

- OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom www.oeapng.info/
- The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](#) The 8 key points addressed in this document have been embedded in this policy

Other policies related are:

- Safeguarding/child protection
- Finance
- Health and safety
- OEAP National Guidance document [4.4k Coronavirus](#)
- DfE H&S advice on legal duties and & powers November 2018
- Code of Practice No 24 Operational of Small Buses (Minibuses)
- ECC Advice to Drivers
- ECC Driving Standards Code of Practice
- Also see guidance from OEAP NG www.oeapng.info/pdf 4.5a-Transport-A-general-considerations 4.5c- Transport-in-private-cars
- Emergency/Critical Incident Procedures see OEAP National Guidance Document <http://oeapng.info> 1a-Critical-Incident-Management-Employer
- School risk assessments

Copies of all the above documents are available on the school’s intranet. Additional information is available on the ECC Educational Visits website.

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

Reasons for Visits

At Southview School, Educational visits are seen as an integral part of school life, which enrich the Curriculum for all our pupils. We recognise that for our pupils learning is better embedded when activities take place in a real life context. The opportunities educational visits provide extend learning and enrich pupils' knowledge, understanding and appreciation of themselves, others and the world around them. They also promote the development of key skills such as social education and citizenship and raise achievement by boosting self-esteem, independence and motivation, preparing them for becoming responsible British citizens.

Visits and Curriculum Links

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 and students.

Trips and visits are organised within subject areas and include activities such as visits to museums, the theatre, Zoo, libraries, centers of worship, sports facilities/parks and competition venues. We also use our local area and facilities for our pupils to practice transferring their functional, social and independence skills which forms an essential part of their wellbeing and sense of belonging within a community. The school's visits range from day visits spent in the local area to extended residential visits at home or abroad.

Gaining approval 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/Trust must approve any visit involving an Overnight stay or Overseas Visit. The Governors delegate the Head teacher / EVC with the responsibility to approve all other visits including Local Area Visits.

The Head teacher or EVC

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

- 4.2.1 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.2 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.
- 4.2.3 Should ensure the suitability of all staff appointed to the visit.

- 4.2.4 Should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.5 Should implement effective emergency contact arrangements.
- 4.2.6 Should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.7 Should have a system in place to record, audit and monitor school off-site visits.

All visits must be approved by the Head or EVC with overseas/adventurous/ residential visits approved by the school 'head' account holder. Notification of these visits will be directed to the Advisor. The UK Residential and Adventurous Activity, using an LOtC Quality Badged provider, will be approved by the ECV/head without further review by the advisor but a request may still be made to the Educational Visits advisor to review the approval on EVOLVE. These visits require at least 4 weeks' notice if a review is required by an advisor.

Choosing a Provider

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

DFE guidance: Health & Safety on Educational Visits (Nov 2018 Sec 3)

Assessing Venues and Providers

In most circumstances a visit takes place to the venue or provider prior to the trip to assess suitability in accordance with the Educational school Risk assessment which lists significant hazards which may result in serious harm or affect several people. Control measures, actions and an assessment of whether the risk is adequately controlled are taken in order for the trip to go ahead.

Provider Assurances

Southview School recognises and uses The Learning outside the classroom (LOtC) Quality badge accreditation where possible. This provides a trusted Quality badge which combines learning and safety together which organisations and providers can use to meet standards and requirements.

Parental Consent:

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

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

Letters and consent forms are sent to parents and carers for trips, visits and activities which are planned ahead as part of the curriculum. For regular trips such as horse

riding and work experience an initial letter and consent form is required which covers the subsequent planned trips to take place for the duration stated. Written consent from parents is not required for pupils to take part in local activities, which take place in the normal school hours and are a part of a pupil's education at school, However, Parents and carers are asked annually to provide their consent for such trips which may happen periodically within the school day. On these occasions, risk assessments and a TOF will still be required and parents/carers are informed of any offsite activities/ trips their child has taken part in.

Visits and Staffing

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 the Risk Assessment/Risk management for the visit. Forms must be completed which sets out staff ratios, trained staff for medical administration and individual behaviour plans. Appendix A – Risk assessment Forms and guidance.

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, be confident in their knowledge and understanding of all procedures and be accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they have organised, 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, judgment, training and experience. It is not necessarily related to age or position within the school.

Visit Leader Training

Training is delivered as required by the trained EVC or by the Educational Visits Adviser. An EES for Schools online learning module is available for staff to access to clarify roles and responsibilities when engaged in off-site activity.

Induction/Training

Roles and responsibilities of staff when out on any trip, representing the school are covered in the induction process.

Training staff how to Clamp of wheelchairs onto the minibus is carried out by a Midas trained member of staff.

All learning leads are trained in the risk assessment procedure and record keeping requirements.

Educational Visits Coordinator

The school's EVC is Carol Park.

The Visit - Procedural Requirements

The school regularly reviews its standard operating procedures to ensure they include measures such as Public health advice to reduce the risk from any outbreaks such as COVID. Current government guidelines are checked and any necessary changes are made to plans. Contingency plans are in place through weekly head updates and recording systems are used to alert staff and parents of any changes to government guidance. Parents are kept informed and can discuss any concerns they may have about the trip with the trip leader.

Southview School – Procedure for Planning a Trip (excluding residential trips)

RISK ASSESSMENT FORM (copies in the office & class file) MUST BE CHECKED AND SHARED WITH ALL STAFF ON THE TRIP.

The Educational visits risk assessment must form part of the schools risk assessment (where applicable). Where there is an element of increased risk e.g. Public transport, the EVC coordinator will need to submit to the Local Authority for approval. Where venues have their own risk assessments, these must be added as an appendix.

Regular trips and local on the day trips

A Southview School Risk Assessment – 'Educational visits' must still be carried out for any regular, or local 'on the day' visit or activity and must show how risks are managed for a particular venue, journey, pupil or group. This assessment can then be used for subsequent same trips but must be accompanied by a TOF and medical form and any relevant power chair or BM plans. Risk assessments for regular ongoing trips must be reviewed and approved at the start of each academic year or before should the venue or environment change in any way.

Planning the trip

- A minimum of 1 week in advance – make diary entry in book located in the office.
- Check to see if venue or provider has **The Learning outside the classroom (LOtC) Quality badge** – lotcqualitybadge.org.uk
- Complete a Southview School Risk Assessment – Educational visits for each trip/visit and submit to Head Teacher or Deputy Head for approval.
 - The trip leader should complete the form with information they have acquired by visiting the venue, contacting the venue or by speaking to

another member of staff who has visited the venue in the last 6 months.

- It should be adapted and added to, to fit the requirements of the group.

- It should show how the risks of all aspects of the trip have been considered and how the risks are going to be managed.

- Any manual handling issues/ advice to be sought from School trainer (a visit to make an assessment maybe necessary).

- An outline of costings and how these will be covered.

On approval of planned trip/visit risk assessment & costs

- A letter should be sent to parents/carers via the office which should include :-

-Details of the visit, cost, and any special requirements e.g. clothing, food, equipment and money.

-The intent of the visit in relation to the curriculum/programme and pupil learning.

-A consent form if applicable. (All letters should go via the office)

- A medical information form for pupils should be completed.
- A minibus seating plan to be completed by driver & given to Site Manager/Office in advance so that any seats/adjustments can be made to particular buses.
- A TOF (trip organisation form) should be completed which details staffing levels, pupils assigned to staff member, pupils specific medication and checklist completed and signed by Trip Leader.
- A power chair risk assessment should be completed for all pupils who operate their own chairs as well as those which are adult controlled.
- Other learning leads (where appropriate), therapists and senior MDA to be given notice of when trip is taking place so alternative arrangements can be made if necessary.
- Financial contributions made by parents/ carers to be coordinated by office staff via online service. Any subsidy given to pupils and their families must be approved by either the Head or the Deputy using the Subsidies form.
- All plans and forms to be submitted to head or Deputy Head for final

approval.

- Any final amendments made to TOF plan should be made on the day before giving to head teacher or Deputy to sign off. This form should be given to the office to file when leaving the school.
- Emergency plan & contacts to be taken out trip.
- The minibus driver must complete vehicle check form and oversee the loading and clamping of pupils safely before leaving.

After the trip

- For any new trips and activities/experiences which staff would like to share with others (to benefit or alert others) a Trip/Visit evaluation form should be completed and kept in Trips evaluation folder for moderation and all staff members to refer to.
- Risk assessments are monitored regularly as part of Safeguarding meetings.

In the event of an Emergency/ Critical incident

- The Head Teacher and Deputy will put the critical incident management plan into action and support all staff through the process.

Insurance

Trip leaders should be aware of the school provision for insurance for off sites visits – RPA arrangements (DFE) which is on the school system and staff room.

Transport

The school uses guidance from OEAP NG www.oeapng.info/pdf/4.5a-Transport-A-general-considerations 4.5c- Transport-in-private-cars, EEC guidance and www.gov.uk/government/publications/driving-school-minibuses.

The school has used the MIDAS scheme to assess and train minibus drivers. Training of clamping, and travelling safely is overseen by a MIDAS member of staff. All drivers should fill in the nil defects form before using any of the school minibuses with any defects reported to the Site Manager.

Emergency Procedures and Incident Reporting

All trip leaders carry with them the emergency plan for trips and visits which details steps for all staff to act confidently and deal with emergency situations should they arise. Emergency contacts are also included in this plan. This is based on OEAP guidance for establishments 4.1b and 4.1d.

The Head Teacher and Deputy will put the critical incident management plan into action and support all staff through the process. This contains key LA contact numbers for schools to access when needed.

How we report an incident

Incidents are recorded and reported using our normal school procedures. All staff are trained and are competent in using the correct form according to the incident which has occurred on a visit or trip.

Behaviour

There are high expectations for pupils' behaviour and conduct when out on trips and visits. A high ratio of staff ensures the safety of the pupils whilst supporting them to learn new procedures and how to behave in different situations. Behaviour plans, power chair risk assessments and any individual risks assessments must be identified on the TOF form.

Monitoring

After any visit, it is good practice to ensure a system of feedback, review and evaluation in order to celebrate successes, share concerns and to help with future planning and risk management for future visits.

The School uses the following monitoring requirements.

- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.
- Regularly monitoring Risk assessments as part of Safeguarding meetings.
- For any new trips and activities/experiences a Trip/Visit evaluation form should be completed and kept in Trips evaluation folder for moderation and all staff members to refer to.

Access to Further Advice on Educational Visits

The School has access to specialist advice on Educational Visits from the ECC Education Visits Team and oeapng.info site. This includes access to up to date and most current advice/guidance.

Created: **December 2023**

Review Date: **December 2026**