



Moulton Chapel Primary School

Educational Visits Policy



Created : November 2018

Reviewed: October 2020, 2019, 2018

This policy is adapted from the LCC latest policy guidelines found on EVOLVE

Guidance for Off-site Educational Visits and related activities with National Guidance & Evolve – September 2019

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 Moulton Chapel Primary School 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 remaining parts should be referred to as and when guidance is sought.

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 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 Moulton Chapel Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a

key part of what makes Moulton Chapel Primary a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Moulton Chapel Primary School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).

3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance. There is a clear chain of approval within the school.

Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities that are part of the normal curriculum and take place during the normal school day.** These follow the school Standard Operating Procedure (Appendix 1). **Approved by Headteacher**
2. **Other non-residential visits within the UK that do not involve an adventurous activity.** Eg. visits to museums, farms, theme parks, theatres, etc. Risk assessment should be completed on EVOLVE system. Risk Assessment to be entered on EVOLVE by the visit leader and submitted to the Head/EVC for checking and approval.
3. **Visits that are residential, or involve an adventurous activity.** Risk assessment should be completed on EVOLVE system. These follow 2. above, but the Head/EVC then submits the visit to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is the Headteacher, Mrs Lisa Sexton, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVES. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are residential or adventurous to the LA for approval. In the case of our school the Headteacher is also the EVC.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE. The Headteacher will pass the documentation to the Chair of Governors for approval for the annual residential trip.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- A Buddy system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Moulton Chapel's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time, but parents are advised if we are taking their children off-site for any part of the day.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Inclusion

All children are included in all activities at Moulton Chapel Primary School. Staff must make adjustments for certain children's needs and factor those in when planning their trip.

The visit

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 (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- 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.

During the visit

- Young Children must be kept in escort's group at all times. With older children close with suitable checks and contingencies in place.
- 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 briefed on emergency procedures and could 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 coach 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.

Financing the visit

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. Cheques may be made payable to Moulton Chapel Primary School [unless otherwise specified].

- Some visits may incur vast amounts of money (example ski trip for 80 students £90,000)
- A formal approval from the SLT & Gov / School Business Manager must be sought before deposits paid.

Insurance

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 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 well-being 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.

Indemnity

Please see reference to parental Consent: - OEAP National Guidance Document www.oeapng.info

4.3d-Parental-Consent

DfE Document: See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Insurance Provision

Teachers should be aware of the school provision for insurance. This can be found with the School

Business Manager – Mrs Lesley Mackenzie

Transport

The school uses a generic risk assessment for transport

Visit Leaders should also use guidance from OEAP NG - www.oeapng.info/pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

Emergency / Critical Incident Procedures – appendix 2 & 3

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.

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 Headteacher and the employer's advisory team.

Establishment type	<i>LA Maintained Primary School</i>
Name of establishment	<i>Moulton Chapel Primary School</i>
Who is employer	<i>Lincolnshire County Council</i>
Responsibility for offsite visits (possibly EVC, or deputy head)	<i>Mrs Lisa Sexton - HT and EVC</i>
Date Trained	<i>16th & 17th November 2020</i>
Policy agreed	<i>November 2020</i>
Signed off by	<i>Governing Body – remotely</i>
To be reviewed	<i>November 2023</i>
Other Policies Related	Safeguarding / child protection. SEND, health and safety DfE H&S advice on legal duties & powers December 2012
Other Paperwork related	Generic and Site/Person specific risk assessment Parental consent forms, School Emergency Plan, Emergency Contacts, etc. Signing-out sheet for ad-hoc activities in the school locality Emergency procedures action plan

Appendix 1 –

General Visits

Visits/activities that are part of the normal curriculum and take place during the normal school day follow the schools Standard Operating Procedure below.

These visits/activities:

- do not require parental consent but parents are to be advised by letter
- do not normally need additional risk assessments / notes (other than following the Standard Operating Procedure below).
- should be recorded on EVOLVE if regular, eg swimming lessons
- do not need to be recorded on EVOLVE if these are ad-hoc activities

Boundaries

The boundaries of the above style of visit are those within **the hours of 8.45am and 3pm** and do not happen on a weekly basis.

Standard Operating Procedure for an everyday out-of-school activity

For Moulton Chapel Primary School this will be visits to: South Holland Centre, Local churches, geography walks to the village, walking to the community centre, swimming, short coach journeys (under 5miles)

The following are potentially significant issues/hazards have been identified as:

- 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).

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves. 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.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group 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 School Learning Area 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 school 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, goggles)

Signing out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues

This form is to be completed and left at the school office

<i>Date</i>	
<i>Visit Leader</i>	
<i>Accompanying adult</i>	
<i>Volunteers</i>	
<i>Group / Class</i> <i>Including total number</i> <i>of children</i>	
<i>Activity</i>	
<i>Destination /</i> <i>Venue address</i>	
<i>First aid kit</i>	
<i>Time out</i>	
<i>Time back</i>	
<i>Contact number</i>	
<i>Any other relevant</i> <i>details / medical notes</i>	

Appendix 2 – Emergency Procedure

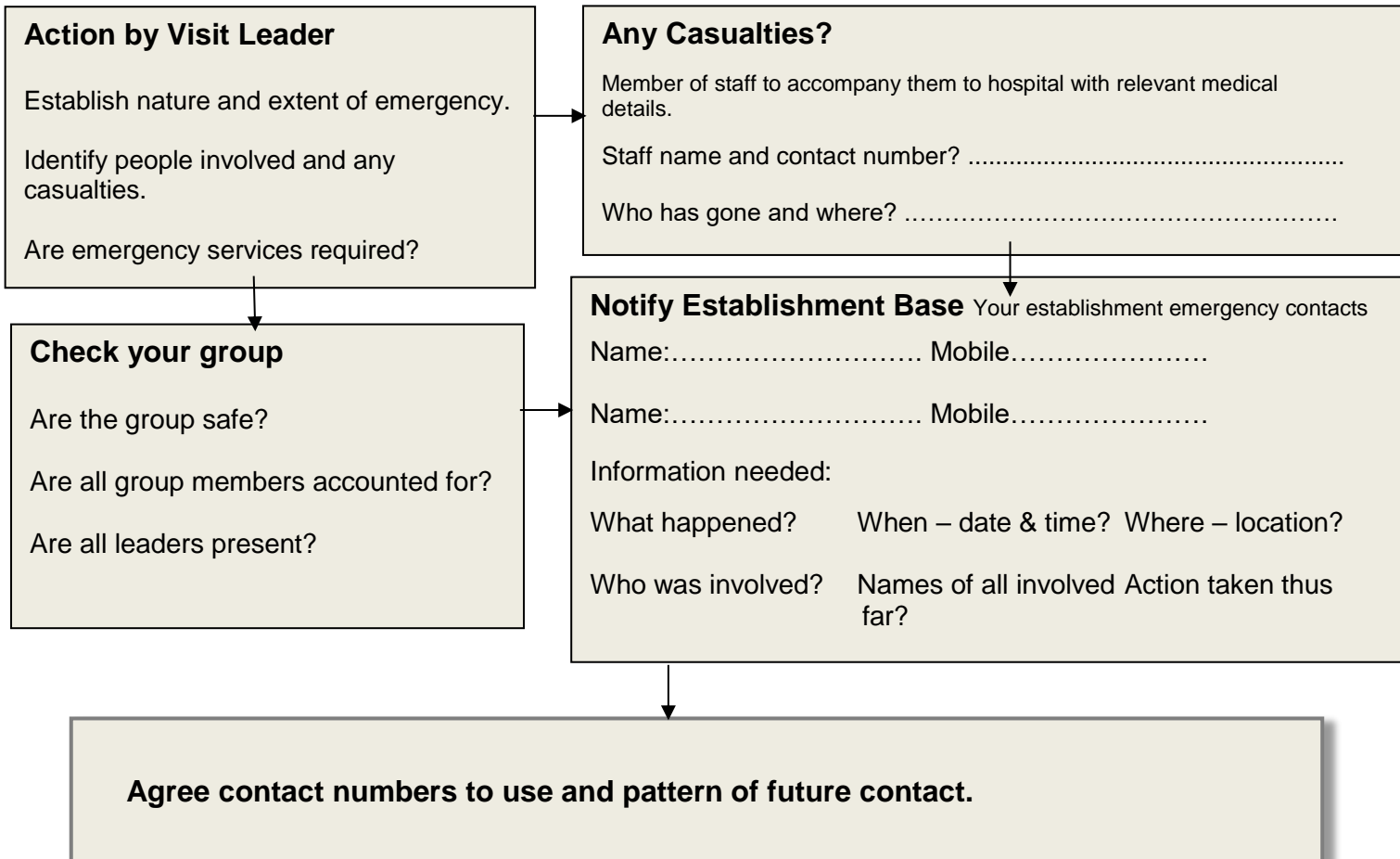
The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of staff or the Chair of Governors.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card (Available via www.oeap.info)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 3

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

