Hadleigh Junior School

Educational Visits Policy

Version: September 2024

Signed by:

_____ Headteacher Date: _____

_____ Chair of Governors Date: _____

Introduction

The Staff, Local Governing Body and Trustees of SEEAT acknowledge the immense value of off-site visits and 'Learning Outside the Classroom' activities to young people, and fully support and encourage those that are well planned and managed. These activities relate to any that are conducted away from the normal learning base and range from those that take place on school grounds and local walking visits to those further afield and residential/adventurous trips.

SEEAT, the Employer of Hadleigh Junior School, has the responsibility of providing guidance for off-site school visits. The Local Governing Body supports this process. All staff should be aware of the contents of this policy and their associated responsibilities when contemplating or organising any educational trip or visit to be made by children of this school.

This policy takes account of The DfE guidance : Health & Safety on Educational Visits (Nov 2018) and the OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. Other associated policies include:

- Child protection
- Inclusion
- Volunteer
- Health and safety
- Curriculum

Hadleigh Junior School delivers a curriculum, based on the National Curriculum, which recognises the great value of Learning Outside the Classroom (LOtC), including educational visits, in broadening and enhancing the learning and social experience of our pupils. In providing a range of visits and outdoor learning, pupils have the opportunity to undergo experiences not available in the classroom. This helps them understand and remember what they are learning about, promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.

We are clear about the purpose and the educational aims and values of our visits:

- to aid learning;
- to raise aspirations and achievement by boosting self-esteem and motivation;
- to develop key skills and provide first hand experiences;
- to develop social education and leadership;
- to promote health and fitness.

Expectations of frequency and type of activity

The following table shows the usual expectations of the type of visit for each year group. We would expect an event at least termly. LOtC opportunities should be planned regularly throughout the week.

Year group	Type and frequency
Year 3	Visitor to school Local visit Coach visit to further afield
Year 4	Visitor to school Local visit Coach visit to further afield Sleepover at school (1 night)
Year 5	Visitor to school Local visit Coach visit to further afield Residential at the beginning of the year (2 nights, 3 days)
Year 6	Visitor to school Local visit Coach visit to further afield Residential in summer term (4 nights, 5 days)

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. All visits and activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by the supervising adults beforehand and can form the basis for objective evaluation afterwards.

Responsibilities

Governing Body

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 approve any visit involving an Overnight stay or Overseas Visit. The Governors delegate to the Headteacher and EVC the responsibility to approve all other visits including Local Area Visits.

Headteacher/EVC

The Headteacher has the overriding responsibility of approving arrangements for educational visits and LOtC activities. This includes:

- Ensuring staff are trained accordingly.
- Ensuring staff understand and uphold their responsibilities in accordance with this policy and the operating procedures.
- Ensuring the competence of Visit Leaders and accompanying staff/volunteers.

- Ensuring the aims of the visit are commensurate with the needs of the pupils, making additional arrangements as necessary (e.g. SEN)
- Implementing effective emergency procedures and contacts.
- Ensuring that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- Ensuring that the recording of trips is in line with the operating procedures.

The Headteacher may also delegate this responsibility to an appropriately trained Educational Visits Co-ordinator (EVC). At Hadleigh Junior School this is Sarah Thompson (AHT) in accordance with the approval table below.

Kind of trip	Approval chain	Actions
Local walking trip	EVC or Headteacher	Walking risk assessment updated for additional risks pertinent to the visit.
Local sporting events (parent transport)	EVC or Headteacher	Sporting events risk assessment updated for additional risks pertinent to the visit.
Any trip involving hired transport	EVC or Headteacher	Add to Evolve and upload all relevant risk assessments and documentation
Residential or high adventure activity	Headteacher (approval from Governing Board and Trust Board in advance)	Add to Evolve and upload all relevant risk assessments and documentation. Advisor will also review and confirm that the trip meets the required criteria and is ready for approval through Evolve.

For local walking visits (those deemed near enough to walk to safely), permission is given by parents on the green forms completed when pupils start at our school. A letter is sent to advise parents of the trip and the relevant details.

For all other trips, parent/carer permission is obtained in advance of the trip.

Staffing and Supervision

Consideration should be made on all visits to ensure there is an appropriate level of supervision at all times for all visits and that such supervision is ‘effective’. This must be approved by the EVC and Headteacher and, where applicable, in accordance with statutory requirements.

The visit leader, EVC and Headteacher will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level, and duration of activity
- the nature and requirements of individuals within the group, including those with additional needs
- the experience and competence of staff and other adults
- the venue, time of year and prevailing/predicted conditions
- the nature of transport involved
- the contingency plan or alternative arrangements.

A visit must not go ahead where either the Visit Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

A commonly accepted ratio is 1 adult:10 young people. At Hadleigh Junior School we aim for 1:8. Where the proposed ratio is lower than this, the justification should be recorded. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits. Visit groups should be planned, where possible, to ensure parent led groups are paired with staff led groups. Parent volunteers without a current DBS should have a risk assessment completed.

Remote Supervision

Remote supervision is only considered for the Year 6 residential trip at the end of the school year. This is for a short time in a small, enclosed area with only one entrance and exit which is supervised by members of staff. Other staff patrol the area. Support may be given to specific pupil where there is a need. Pupils are given clear instructions on behaviour expectations and what to do should they need a member of staff. This is risk assessed each year to give due consideration to the suitability of this activity for the pupils attending.

Specific planning and operating procedures

All visits require the following forms to be completed.

Form A – Approval form (includes finance)

Form B – Visit Leader checklist

Form C – Day of trip checklist

Form D – Evaluation form – complete for all non-local visits

Provider Form – if adventurous activities are undertaken and the provider does not have an LOTC badge, then a provider form must be completed.

Local walking visits and sporting events (e.g. church, sporting fixtures)

Generic risk assessments are available. These should be amended as necessary and signed for each visit. These will be approved by the EVC and copies kept electronically (staff drive and/or Sharepoint).

It is not the school's policy to take up the ordering of Goody Bags when offered by the venue.

Visit Leader Procedures for planning and booking a day visit with transport

1. Ensure the visit has a clear educational purpose with appropriately planned activities.
2. Well in advance of the visit, complete 'School Visits Approval Form' (Form A), liaising with the Office Manager to calculate the cost of the trip to parents, and obtain appropriate approval from the EVC/Headteacher.
3. Bookings should be provisional (or not made) until we are sure that enough parental contributions are made to avoid financial loss to the school.
4. Log the visit on EVOLVE and ensure all relevant documents are uploaded.
5. Complete a risk assessment (form found on staff shared area in the Visits folder) and include any risk assessments required from the provider or venue. Generic assessments are available for regular visits (including walking and coach journeys).
6. Prepare a visit letter (in liaison with the school office) which must be approved by the EVC or Headteacher and should contain the following:
    - Date of visit
    - Expected leaving time and return time
    - Information regarding clothing
    - Lunchtime arrangements
    - Mode of transport
    - Consent slip
    - Financial details including statement saying if there are not sufficient financial contributions then the trip may have to be cancelled
    - Request for parent helpers (if applicable) considering the need for DBS checks.
    - Pocket money (if applicable – mainly for residentials)
7. Make it clear that no electronic devices are to be taken on the trip (including residentials), particularly those that have an internet connection.
8. Prior to visit, complete Visit Leader Checklist (Form B). This assists the planning and ensures that all necessary actions are taken prior to the trip (including consideration of First Aid, staffing ratios, provider checks and volunteers).
9. Ensure that pupil lists are completed if using multiple coaches and/or split classes along with group lists and are distributed accordingly amongst staff. Update on the day for absences.

10. On the day of the visit complete Day of Trip Checklist (Form C) and leave a copy on the whiteboard in the office along with relevant updated grouping/split class information (as above). This ensures that the school has all relevant information in case of a change in arrangements or an emergency.
11. On return complete a Visit Evaluation Form (Form D).

Additional Visit Leader Procedures for planning and booking a residential trip

All of the above apply. Additionally:

1. Ensure parents/carers have all appropriate information. This is often done through a parent information meeting as well as through letter communication.
2. In advance of the trip ensure that a residential trip consent form and a contacts and medical form are completed by parents/carers for each child. These are taken on the trip and a copy left with a member of staff at school who will have 24 hour access to them.

Emergency procedures

Emergency situations are rare but need to be considered when planning an educational visit. An emergency can be defined as:

1. An incident where a group member:
    - has suffered a life threatening injury or fatality
    - is at serious risk
    - has gone missing for a significant and unacceptable amount of time
2. Any incident that is beyond the normal coping mechanisms of the Visit Leadership Team.

These procedures should be followed in the event of an emergency.

The visit leader should take charge of the situation until relieved by the emergency services or a member of the SLT. If the visit leader is incapacitated, the next senior member of staff should take over.

Immediate action:

1. Assess the situation, establishing the nature and extent of the incident.
2. Ensure all members of the party are accounted for, are safe, adequately supervised and briefed to ensure they understand what to do to remain safe.
3. If there are injuries, administer First Aid as appropriate. Aim to preserve life, prevent the condition worsening and promote recovery (reassure and keep warm).

Communications:

1. Contact the appropriate emergency services giving details such as your name, name of group, location, nature of emergency and action so far.
2. Alert Emergency contact at school – Glenn Moore, Executive Headteacher, Jen Cole, Head of School, Sarah Thompson, Assistant Headteacher and EVC, Laura Hamlyn,

Office Manager or any member of the SLT. The emergency contact will contact other relevant people/parties, following the school's Critical Incident Management Plan.
3. Do not speak to the media or parents directly. Refer enquiries to the school.
4. Control communications by other adults in the party.

Secondary action:

1. Arrange shelter or protection from the elements.
2. Move uninjured group members away from scene, ensuring they are safe and supervised. Aim to get them back to base as soon as possible.
3. Ensure that appropriate actions are being taken and arrange for someone to support you in logging the events and actions.
4. Arrange for casualties to be accompanied to hospital, taking consent and medical forms where appropriate.
5. Maintain contact with the emergency services/school emergency contact until the emergency is over.
6. Monitor, reassess and review.

Post-incident action:

1. Consider the emotional needs of the group members who may have been adversely affected and make necessary provision.
2. Record the details of the incident in a report to the Headteacher. The record should be as accurate as possible and be made as soon as possible. It should include:
    - time, date and nature of incident
    - location of incident
    - names of casualties
    - details of injuries
    - actions taken and communications made
    - details of moves from the incident site
    - names and contact details of witnesses
    - proposed actions
3. The Headteacher will ensure that the incident is reviewed and lessons learned feed into future visit plans, emergency plans and staff training.

Media

1. Do not admit anything.
2. Do not sign anything.
3. Avoid discussing legal liability with others.
4. Do not talk to the press.

The Emergency Procedures Action Plan as well as the Emergency Card should be carried by the visit leader and other accompanying teachers during all trips. This provides a crib sheet on what to do in the event of a major incident along with important numbers.

Review

This policy will be reviewed every two years to ensure it remains up to date and relevant. Any changes will be communicated to staff.

Appendices

Appendix 1 – Form A Approval form

Appendix 2 – Form B Visit leader checklist

Appendix 3 – Form C On the day checklist

Appendix 4 – Form D Evaluation

Appendix 5 – Risk assessment Local walking visit

Appendix 6 – Risk assessment Coach travel

All forms, generic risk assessments and emergency documents are in the Visits folder on the staff server.

Appendix 1

Hadleigh Junior School
School Visits Approval Form (Form A)

No bookings to be made until this form has been signed by the EVC or Headteacher

Destination				
Have you checked the provider (H & S policy, risk assessments, insurance, etc.)?				
Year Group or Class				
Aims, objectives and intended outcomes of visit				
Date				
Time of departure				
Time of return				
Travel Arrangements/Company				
Visit Leader				
Other members of staff				
No. of additional adults (quote ratio) (suggested Ratio 1:8)				
Attendees	No. of boys		No. of girls	
Costings must be discussed with the Office Manager				
Costings – travel				
Costings – admission				
Costings – other items				
Total cost per child				
Notes				

Agreed by EVC/Headteacher:…… Date: ……..

Date of issue of letter to parents……

Appendix 2

Hadleigh Junior School
Visit Leader Checklist (Form B)

To be completed prior to visit to assist in planning and preparation

Visit Leader……Date……..

Destination……

Action	Tick and date where appropriate
I have completed Form A and it has been approved by the EVC/Head.	
I have added the trip to EVOLVE and completed and uploaded all relevant risk assessments which also address child protection issues (e.g. DBS checks/risk assessments for volunteers where appropriate).	
I have checked the suitability of the provider in terms of relevant qualifications/accreditations, own risk assessments and insurance cover, and that (if appropriate) a clear contract/agreement is in place to cover who is responsible for which parts of the activity. I have completed a Provider Form where appropriate	
I have undertaken a preliminary visit where appropriate.	
I have defined and communicated the roles and responsibilities of all staff to ensure effective supervision and have appointed a deputy.	
I have shared emergency contacts and arrangements with key staff.	
I have sent a letter to parents with relevant information (see EV policy).	
I have obtained parental consent where appropriate along with medical information.	
Access to First Aid is appropriate (e.g. Is there a member of staff with First Aid training available to attend, Is there appropriate First Aid available at the venue).	
I have devised an itinerary including relevant rendezvous' and shared this with accompanying staff/supervisors.	
Staff and other supervisors have been appropriately briefed on the nature and location of the visit and the nature of the group and have been given a trip pack (e.g. SEN, behaviour, medical).	

Staffing ratios have been agreed with the EVC/Headteacher.	
I have organised activities and tasks for pupils where appropriate, including clipboards and pencils.	
I have cancelled affected clubs.	
I have swapped duties where necessary.	
I have informed the catering manager/member of the kitchen staff.	
I have informed the senior midday assistant.	
I have informed Peripatetic teachers.	
I have informed the office of the trip and put it in the school diary.	
I have considered specific Covid procedures where appropriate.	

Appendix 3

Hadleigh Junior School
School Visit Day of Trip Checklist (Form C)

Date……

Destination	
Destination contact name	
Destination tel. number	
Time of departure	
Time of return	
Group Leader name and contact number	
Deputy Leader name and contact number	
Names of other members of staff and helpers	
Which class/classes	
Number of children showing boy/girl split	

Have you?

Checked and collected medication for children (EpiPens, inhalers, etc.) ☐

Collected Major Incident card ☐

Collected Emergency Procedures Action Plan (crib sheet with more Detailed advice on what to do in the event of a major incident along with further important numbers) ☐

Collected ‘sick bucket’ ☐

Collected clipboards and pencils ☐

Collected portable medical kits ☐

Place this form on the office whiteboard before leaving school along with group lists and split coach lists (if multiple coaches are used)

Appendix 4

Hadleigh Junior School
Evaluation Form (Form D)

Trip to:

Was it a worthwhile experience and why?

What was the educational value? Did the trip achieve the intended aims, objectives and outcomes?

Best bits?

Any issues to record for future reference?

Would you do the visit again/recommend to others?

Signed: ……..

Date:…….

Appendix 5

Hadleigh Junior School
Risk assessment – walk to local place of interest

Visit to: **Date:** **Leader:**

Hazard	Control Measure
	This Risk Assessment should be read in conjunction with the school's visits policy and be accompanied by the other relevant risk assessments. On all visits Forms A to C will be completed and the following will be taken on the trip as a minimum: • School major incident card (yellow) and Emergency Procedures Action Plan • First aid kit • Mobile telephone • Individual medication as appropriate
Accident/collision	• Visit Leader will identify designated route • Safest route will be chosen to get the best balance between quietest roads and using pedestrian crossings where available • Visit Leader will brief all adults with respect to supervisory responsibilities • Visit Leader will walk at the front of the group with another adult at the back of the group • Pupils will walk with adult helpers, keeping to pavements, away from the kerb and in an orderly fashion (not rushing ahead or lagging behind) • Adult helpers will walk on the roadside • At crossings 2 specified adults will stand either side of the line of pupils as they are crossing to ensure no traffic is coming. They should stand side on so that they can see oncoming traffic and the children. They should remain in the road until all children have crossed. All other adults will cross at intervals with the children. • When appropriate, hi-vis jackets to be worn by adults, particularly the front and rear adults and the two in the road. • Pupils briefed on required behaviour when walking and crossing roads • Mobile phone carried to contact school/emergency services
Separation and getting lost	• Adults will have at least one emergency contact number • Pupils will be counted before they leave school, before the return journey and regularly throughout the trip
Abduction/Child abuse	• Adults briefed to remain vigilant around members of the public • Regular headcount
Slips, trips and fall	• Pupils supervised at all times to ensure sensible walking • Carry portable First Aid kits • Where possible, a member of staff with first aid training to attend • First aid arrangements to be checked at the venue
Specific Covid procedures as appropriate	•
Additional specific hazards/risks	

Signed …….

Date ……..

Appendix 6

Hadleigh Junior School
Risk assessment – coach

Visit to: **Date:**

Leader:

Hazard	Control Measure
	This Risk Assessment should be read in conjunction with the school's visits policy and be accompanied by the other appropriate risk assessments. On all visits Forms A – C will be completed and the following will be taken on the trip as a minimum: • School major incident card (yellow) and Emergency Procedures Action Plan • First aid kit • Mobile telephone • Individual medication as appropriate
Any kind of incident on coach	• Ensure designated group/coach leader is aware
RTA on route	• Ensure seatbelts are fastened before journey begins • Remind pupils of the rules of safe travel – remain seated and belted • Make all adults aware of basic evacuation procedure • In the event of an accident pupils will be escorted away from the coach to a safe and supervised area • If there is no safe area within safe walking distance move pupils to the front and side (opposite to traffic) of the coach to reduce the effect of potential impact of other vehicles • Mobile phone for consultation with school and emergency services
Breakdown of coach	• Choose reputable firm with appropriate operating licences, ensuring that drivers have appropriate qualifications and checks • Ensure pupils are safe to remain on coach… if not….. • Escort pupils away from the coach to a safe and supervised area • If there is no safe area within safe walking distance move pupils to the front and side (opposite to traffic) of the coach to reduce the effect of potential impact of other vehicles • Consult driver about condition of vehicle and time scale of problem • Mobile phone to inform school
Injury whilst embarking and disembarking	• Coach to pull up in safe area • Pupils to be supervised whilst boarding coach with adult standing on stairs • Pupils get on and off in single file • Adult to be on top deck before pupils • Children are advised where to assemble • Children assemble with group leaders in safe pedestrian area
Slips, trips and fall	• Pupils supervised at all times to ensure sensible walking • Carry portable First Aid kits • Where possible, a member of staff with first aid training to attend • First aid arrangements to be checked at the venue
Covid specific procedures if appropriate	•
Additional specific hazards/risks	

Signed …….

Date …….