Oxenhope Church of England

Primary School

Educational Visits Policy

If you are worried about the safety of a child, our safeguarding team are:

Mrs Alice Jones – Headteacher
Mrs Laura Woodhead – Inclusion and Diversity Officer
Mrs Jo Brown – Assistant Headteacher
Mrs Nichola Costello – Office Manager
Miss Janet Hopkinson - Learning Support Assistant and Explorers Before and After School Club Staff
Mr Oliver Thurlby – Class Teacher

You can also call the following numbers:

Useful phone numbers:

School: 01535 642271
Social Services Initial Contact: 01274 437500
Police: 999
NSPCC: 0808 800 5000

Created By:	Last reviewed:	Next Review Date:
A Jones	September 26	September 2028

School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



Overview

The Governors and staff of Oxenhope Church of England Primary School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines and policies support the planning and implementation of educational visits organised at Oxenhope Church of England Primary School. These guidelines are to be read in conjunction with the regularly updated information provided by Bradford Local Education Authority on Bradford Schools Online.

Educational Visits Co-ordinator (EVC) and Educational Visits Administrator

All schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements.

Our current EVC is: **Alice Jones (Headteacher)**

The Head Teacher will fulfil the role of Educational Visits Coordinator (EVC) and Approver. The Educational Visits Administrator, Nichola Costello, has undertaken the EVC training and supports the EVC to fulfil the requirements of this policy. Nichola is further supported by the other Administrator in the school office.

Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities, other than those of a residential or high risk nature to Alice Jones (EVC and Headteacher).

Delegated to EVC

Out of hours clubs e.g. singing club visits, Sports tournaments, School teams visiting other schools

Regular nearby visits e.g. visiting St Mary's Church, local area walks and visits to the nature area/park

Day visits e.g. Museum or Zoos.

The following categories of visit should be authorised as detailed below:
Type A requiring **EVC** approval – curriculum work in local area, day trips, sports trips and outings.
Type B requiring **Local Governing Body** approval at least 3 months before but ideally at outset of booking procedure – residential visits in the UK and overseas, activities near open and moving water and other

adventurous activities. Approval will usually be ratified at a Local Governing Body meeting. If the activity or a visit to the venue has not previously been carried out by the school, Appendix form EV1 will be used to advise governors about the visit. **The role of the Educational Visits Co-ordinator (EVC) and Educational Visits Administrator**

EVC training should be undertaken every 3 years.

The EVC and EVA's role is to:

- Complete an educational visits management plan for the year
- Gain approval for new higher risk activities /residential visits from the local governing body within the appropriate timescale
- Ensure a competent person lead the activities
- Document and record control including approval of risk assessments (more danger, more detail) ensuring that it is safe to make the visit and training needs have been met
- Ensure emergency arrangements in place (ie Plan B's eg weather/coach breakdown/illness)
- Carry out activity evaluation including near misses
- On occasion monitor practice on visits

Additionally, they will ensure that:

- all necessary actions have been completed before the visit begins
- a suitable group leader and deputy group leader have been appointed;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise and have appropriate clearance;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin. These will also be kept in the school office.

Residential Trips and high risk activities

High risk activities include:

- Residentials
- Overseas visits
- Anything near open or running water
- Anything adventurous or high risk.

For these types of visits, in addition to approval from the Headteacher and the Chair of Governors, final approval needs to be given by the LGB according to the following timescales:

- Residential or overseas visits – at least 3 months in advance.
- High risk activities – at least 3 months in advance.

Approvals

The following approvals are required, depending on the type of visit being planned:

Type of visit	Activity example	Final approval	Comments
Routine day visit which requires standard planning	Visit to local church or swimming club (not first-time visits)	Headteacher/Principal	Timescale subject to academy policy but normally at least four weeks in advance
Day visits and activities requiring an advanced level of planning	Annual school trips or visits	Headteacher/Principal	Timescale subject to academy policy but normally at least four weeks in advance
More complex and specialised visits including overnight stays, hazardous activities or overseas travel	Residential visits Ski trips Foreign travel	LGB	Initial approval from Headteacher/Principal to plan the visit. Final approval from LGB at least three months in advance.

Organising a Trip

Before a visit is advertised to parents the Headteacher/EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For local visits parents will be asked to sign a general reply slip of consent for participation in these activities when their son/daughter enters the school. Parents will be given a letter with details of the activities that pupils are involved in and will be informed by letter, phone call or message through their son/daughter if an activity has been cancelled.

For any visit lasting more than a day parents will be asked to sign a Parental Consent form/slip, which consents to their son/daughter taking part. Consent can also be provided on Parentpay. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Exploratory visit (rekey)

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

Site specific risk assessment

The group leader should establish whether the venue has their own site specific risk assessment and a copy should be obtained if they have. This does not negate the need for a bespoke school risk assessment but all aspects of the site specific risk assessment should be taken into account. The site specific risk assessment should be attached to the school risk assessment and shared with the EVC and anyone that is given a copy of the school risk assessment.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- A suitably stocked first-aid bag
- A person appointed to be in charge of first-aid arrangements.
- Any specific medicines e.g inhalers or epipens should be taken

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

The school has a separate policy for the Administering of Medicines.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit.

The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The EVC and EVA will support class teacher in deciding appropriate ratios for visits.

Guidelines
The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit will provide a rich, learning experience for the pupils. The following guidelines support the planning and implementation of educational visits organised at Oxenhope CE Primary School.

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

The current process is that staff organising a day trip must request this verbally or in writing with the EVC or EVA. The EVA will then complete the EV(D) form at the end of this policy and submit to the EVC along with completed Risk Assessments and Pupil/Adult list and Emergency Contact Information.

For approval of Educational Visits involving Hazardous Activities or Overnight Stays - EV1 form is completed and submitted to the EVC along with completed Risk Assessments, a completed list of all children and adults on the trip, Parental Consent Forms completed and Emergency Contact Information. Once approved by the EVC, the EV1 form is then shared with the governing body.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standard of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training.

The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader, EVC and EVA might work in partnership to undertake planning and risk assessments. Any adult joining a Residential trip will be required to have DBS clearance prior to the trip.

Adults joining all other trips will follow the schools Safeguarding Guidance

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the EVC.

The Group Leader should:

- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below).

Other teachers and adults involved in a visit

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non- teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

The expectations of Pupils and Parents/ Carers

Pupils should have a clear understanding about what is expected of them and what the visit will entail. The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

The school has a clear code of conduct for school visits based on the schools' Behaviour Policy. This code of conduct will be part of the condition of booking by the parents.

Pupils with special educational and medical needs

The EVC will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Parents/ Carers

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form or provide consent on Parentpay;
- give the group leader relevant information about their child's health which might be relevant to the visit.

Communicating with Parents / Carers

Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.

The following information on matters that might affect pupils' health and safety is useful to parents, and will in included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visits objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to

Parents/carers of children on free school meals will be made aware of any support available to them.

Emergency Procedures

School will appoint a member of the Senior Leadership Team as the emergency school contact for each visit prior to it commencing.

All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including home contact details of parents/guardians and next-of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency

Evaluation

All visits will be evaluated by the Group Leader.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

Educational Visit/Residential Booking (EV1) Pro-forma

	Details
Destination	
Date of visit	
Date of pre-visit check	
Class	
Number of children	
Teacher in charge	
Names of adult helpers (including staff members going – please advise office of any cover that needs booking).	
Destination booked (Booking form/confirmation attached)	
Risk assessments obtained/carried out (copy attached)	
Cost of accommodation	
Travel booked	
Risk assessment obtained (copy attached)	
Cost of Travel	

	Details
Time to leave school	
Time to leave destination	
Estimated time of arrival back at school	
Additional activities booked (booking form/confirmation attached)	
Risk assessments obtained/carried out (copy attached)	
Cost of activities	
Overall cost per child	
Cut-off date for payment – trip to be cancelled if not enough money received.	
Post review of trip (date and any actions)	
Office checklist/actions	Cancel dinners
	Letter to parents (from teacher)
	Calculate **total** cost & put on Parent Pay
	Medical forms to parents
	Medical forms returned
	Class list with parent contacts
	Book supply Teachers/LSA as required
	Ensure Explorers staffing is covered

Office Only: If booking Mini Buses from KCT ensure confirmation of drivers available if necessary. Obtain confirmation of their drivers DBS if using & KCT risk assessments.

Visit pre-approved by EVC – Alice Jones (Headteacher)

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Signed _____ Date: _____

Date of Governing body approval (if new high risk/residential visit): ___

EV1 Form

Residential Visits and High Risk Activities notification to LGB form

- Approval must be sought from the LGB at least 3 months in advance for:
  - residential or overseas visits.
  - high risk activities requiring advanced planning (eg near open or running water, or adventurous activities such as high ropes).
- Approval does not need to be sought from the LGB for straightforward routine and day visits which require standard planning.

Type of visit/ activity, eg residential/high risk	**Venue**	**Dates of visit**	**Name of Event Leader**	**SLT point of contact during visit**	**Name of EVC (Competent Person)**	**Authorised at school level by Responsible Person (eg Headteacher or equivalent)**	**Date of LGB approval**