

St. Margaret's C.E.



# **St. Margaret's C of E. Primary School**

## **Educational Visits Policy**

September 2021

September 2024

## St Margaret's Primary School Educational Visit Policy

**Please note that all Government guidance in terms of COVID19 educational visits will supersede and guide this policy. Appendix 5 is the current Covid-19 addendum.**

### Rationale

St Margaret's Primary School's Curriculum Policy commits us to providing effective teaching and learning so that **all** children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our students to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. St Margaret's Primary School is committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

### Introduction

This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits from St Margaret's Primary School.

This policy does not apply to work experience placements, 14-19 Provision or other alternative curriculum provision for which separate arrangements are in place (except in cases where this provision includes educational visits).

### Procedures for educational visits

St Margaret's Primary School has adopted Oldham Council's procedures for planning and managing educational visits.

1. All staff involved in running or helping with visits have log-ins giving access to the Evolve system for managing visits
2. The Governing Body has adopted Oldham's 'Guidance for Off Site Visits and Adventure Activities' (GOVAA). This document (together with this St Margaret's Primary School Policy) gives local arrangements and variations where necessary to complement "**National Guidance** for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom". Together these documents summarise the arrangements for educational visits at St Margaret's Primary School and are all available to staff via the Evolve website ('**National Guidance**' is web based to allow for regular updates when required). If staff members ever feel there appears to be a conflict between advice in these documents, then the Example/Oldham policy must be followed and clarification should be sought from the Educational Visit Coordinator.

### Clarification of roles

The key roles with regard to visits at St Margaret's Primary School relate to: The Governors; Head teacher; Educational Visit Coordinator and Visit Leader. The responsibilities of these roles are outlined in 'National Guidance' with a brief summary (including some specific local variations) below.

### Governors / Management Board

In line with advice in 'National Guidance' the Governing Body will:

1. Adopt and periodically review this policy, as required.
2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates as required.

3. Review the range of visits provided by the school via a report submitted twice a year by the EVC.

### **Headteacher**

The Headteacher will:

1. Appoint a competent Educational Visit Coordinator (EVC) who meets the requirements outlined in '**National Guidance**' and has completed the Local Authority EVC Training Programme and any updates as required.
2. Formally 'sign-off' all visits via the Evolve visit management system, confirming competence of staff as required for the planned visit. These visits are also reviewed by the Local Authority via the Evolve system.
3. In the event of absence of the Headteacher the Deputy Headteacher who is identified as Acting Head will have temporary delegated responsibility for approving all visits – Evolve account changes can be arranged with the Outdoor Education Adviser

### **Educational Visits Co-ordinator (EVC)**

The role of the EVC is summarised in National Guidance (see also EVC Checklist). The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Head teacher (as outlined above).

### **Visit Leader**

The role of the visit leader is summarised in 'National Guidance'. Visit leaders must ensure they have met all relevant requirements of the Leader's Checklist in National Guidance.

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

All visits must be planned and recorded on the Evolve visit management system.

Visits must not proceed without approval – the visit leader should check his/her Evolve account to ensure this has been confirmed.

### **Procedural requirements**

St Margaret's Primary School uses the Evolve system to plan, manage and record all educational visits.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for Overseas Visits
- 4 weeks before departure for Residentials
- 4 weeks before departure for Adventure Activities
- 2 weeks before departure for other types of visit

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

### **Risk management**

This is an important element of planning for visits. Visit leaders are normally responsible for assessing and managing the risks of visits they are planning – involving where possible / relevant other staff and the young people involved in the visit. Staff should follow advice on risk management included in GOVAA and National Guidance. Training is also included within the Visit Leader training programme. Advice and support is available from the EVC and other experienced staff.

All everyday activities include inherent risks and St Margaret's Primary School recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks. Where activities include inherent risks the following statement should form part of the information to pupils, parents and staff:

“Staff at St Margaret's Primary School plan and prepare visits carefully and aim to take good care of all participants. However parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up.”

Generic risk assessments may be available for visits previously run in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic RA form or within this policy) must be recorded via:

- A standard risk assessment form (available on the 'Establishment Docs' section on Evolve - if required)
- A supplementary note on the Evolve visit form
- For routine visits, the lesson plan
- Or other suitable format agreed with EVC

Where external providers are used they are responsible for risk assessing the activities they provide. Where necessary this should be confirmed on the Provider Form (not required for providers with a LOTC Quality Badge).

### **Ratios on Educational Visits**

Reception	-	1 adult to 4 children
Years 1-3	-	1 adult to 6 children
Years 4-6	-	1 adult to 10 to 15 children (depending on the risk assessment for the particular trip)

### **Approval of staff to lead activities and visits**

All visits require written approval prior to departure – via the Evolve visit management system.

### **Evaluation of external providers and venues**

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders should **not routinely** ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any school led activities.

### **Preliminary visits**

The **National Guidance** on visits states:

“While the wide availability of web sites, ease of communication through electronic mailing and establishment of the LOTC Quality Badge scheme all have an important part to play in

information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit. The cost of this can be built into the pricing structure of the visit.”

Pre-visits should normally be made for new visits or if a venue has not been used in some time.

In some cases (for low risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification.

If for any reason a pre-visit is not possible the visit leader should research the venue carefully and contact staff who have been to the venue for advice.

### **Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA assessment and Adventuremark**

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOtC Quality Badge also covers learning quality. Providers that hold a LOTC Quality Badge are not normally required to submit a Provider Form but Public Liability insurance levels should be checked out on the LOTC Badge website.

The provider must have Public liability cover for at least £5 million.

### **Parental consent**

Consent is not required for pupils to take part in most trips. Pupils are expected to take part in trips that are held during school hours and are part of the curriculum (which most trips are). However, St Margaret’s Primary School will still inform parents about the trip.

St Margaret’s Primary School will get written consent for trips that:  
Need a higher level of risk assessment  
Are outside normal school hours

St Margaret’s Primary School will always get written consent for nursery-age children.

Specific consent forms are required for the following types of visit (see Appendix 1 – St Margaret’s Primary Consent Form for residential, overseas & adventurous activities):

- Residentials
- Overseas visits
- Adventure activities (including DofE activities)

Parents / guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- Parents’ evening
- Termly newsletter
- School website
- Or in suitable circumstances, text message

Information to parents should remind them of the need to update any details that have changed by including the following statement:

“Consent for this visit is covered by you signing this form. Please let us know about any change to contact details (new mobile phone numbers etc) changes to medical information or allergies, or parental arrangements.

If you have questions or concerns about any aspect of this educational visit, please contact \_\_\_\_\_ (Name of Visit Leader).”

### **‘Checking out’ and ‘checking in’ before, during and after a visit**

1. Prior to departure the visit leader must provide the School Attendance Officer with a list of participants taking part in the visit.
2. The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or continue to subsequent lessons.
3. Pupils should not be dropped at locations other than school.
4. For overseas and residential visits the visit leader should confirm safe return by phone call or text message to the EVC.

### **Emergencies**

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (see Appendices 2 & 3 – Emergency Card for visit leaders, Emergency Card for home contacts).

The school should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency the School’s critical incident team will assess and respond to the situation with support from Oldham Council if required.

The EVC will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies), and the Emergency Card for Home Contacts.

### **Monitoring**

The running of visits is an important professional role for all staff and monitoring the running of educational visits in the field may form part of the professional assessment of staff. This may be undertaken by the EVC or other senior staff.

### **Evaluation**

All visits should be evaluated to monitor and develop the quality of provision. This evaluation can be done in a number of ways according to the circumstances.

- For routine, regular visits this might involve a department having a periodic review involving all staff who lead this visit. The Evolve system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit. This is a simple way of evaluating ‘everyday’ visits and outcomes can be summarised in a report to Governors
- For new visits and those involving complex arrangements this might require a meeting of all staff involved with the involvement of a Director of Learning

Outcomes from evaluations might include

- Amendments to risk assessment for future visits
- A decision not to use a venue again

- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

### **Staff induction and training**

St Margaret's Primary School recognises that staff may require training and experience to maximise learning outcomes from educational visits and to operate safely. Certain kinds of visits (especially residential and overseas visits) may require that staff obtain practical experience as assistant leaders alongside experienced staff as part of an 'apprenticeship model' prior to taking on the role of visit leader. This approach also helps to ensure continuity if key staff running annual / regular visits leave, retire or are unable to attend.

St Margaret's Primary School will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including;

- First aid courses
- Visit Leader Training (theory and practical)
- Educational visit coordinator (EVC) Training
- Evolve training

Relevant Training will be recorded on the Evolve system.

### **Induction requirements**

Checklist for Directors of Learning inducting new staff:

1. Ensure staff member has Evolve log-in (available from the EVC) and understands how to use the website.
2. Staff member to familiarise themselves with St Margaret's Primary School and GOVAA requirements
3. Provide / arrange support when planning first visit
4. Arrange mentoring opportunities as appropriate

### **Transport arrangements**

Transport arrangements must be approved as part of the visit planning process

#### **Use of staff cars**

Use of staff cars must be approved. Staff must:

- Produce a clean driving licence (if staff have endorsements on their licence, approval to drive is required from the Headteacher).
- Produce evidence of insurance cover for carrying students whilst at work (business use cover on insurance certificate)
- Ensure students wear seatbelts on journeys

#### **School and rented minibuses**

Drivers must hold a current MIDAS certificate.

Driving licence requirements are as above.

Regulations related to license requirements for driving vehicles with more than 8 passenger seats are complex. Staff should check eligibility to drive with the **EVC**.

#### **Coaches / Minibuses with drivers**

Coaches and minibuses with drivers are booked via the school finance office to ensure they meet required standards and to obtain best value

### **Taxis**

Taxis should be booked through the school finance office to ensure they meet required standards and to obtain best value

### **Volunteers**

Volunteers assisting with visits will normally need DBS checking – check with the EVC well ahead of the visit. Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders are responsible for ensuring that volunteer staff on visits:

- have clearly defined roles
- are clear about expectations of them

The school has a duty of care for all participants including volunteers and the visit leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the EVC.

Regular volunteers should be listed on the Evolve system.

### **Behaviour**

The school's Behaviour Policy Rewards and Sanctions applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

In addition St Margaret's Primary School has adopted a Code of Conduct for visits (see Appendix 4 - Code of Conduct for Educational Visits including Residential and Overseas Educational Visits)

**Consent forms for residential and overseas visits should require parents and pupils to sign confirming acceptance of this Code.**

### **Inclusion**

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

### **Insurance**

St Margaret's Primary School currently buys into an annual policy with Oldham Council which provides personal insurance for all educational visits.

### **Finance**

Policy for dealing with finance for visits, including:

- Charging policy (see separate Charging & Remissions Policy)
- Any arrangements in place for young people unable to afford a visit (see separate Charging & Remissions Policy)
- Requirements for accounting, banking and reporting (See separate Finance Policy)

## St Margaret's Primary School Educational Visit Policy – Appendix 1

### CONSENT FORM FOR RESIDENTIAL, OVERSEAS AND ADVENTUROUS ACTIVITIES

Name of pupil: \_\_\_\_\_ Year: \_\_\_\_\_ Family: \_\_\_\_\_

Details of visit to: \_\_\_\_\_

From: \_\_\_\_\_ Date / Time: \_\_\_\_\_ to: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Staff at St Margaret's Primary School plan and prepare visits carefully and aim to take good care of all participants. However parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up. Please support the school by making sure your child understands the importance of sensible behaviour on school visits.

Please complete the medical information section below:

#### Medical information about your child

a. Any conditions requiring medical treatment, including medication?

YES / NO If YES, please give brief details:

b. Please outline any special dietary requirements or allergies

c. Is your son / daughter allergic to any medication?

YES / NO If YES, please specify:

d. When did your son / daughter last have a tetanus injection?

e. to the best of your knowledge, has your son / daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES / NO

If YES, please give brief details:

Your details:

Name: Relationship to child:  
Contact telephone numbers: Mobile:  
Work: Home:  
Home address:

Alternative emergency contact:

Name: Relationship to child:  
Contact telephone numbers: Mobile:  
Work: Home:  
Address:

Name of family doctor: Tel. Number:  
Address:

#### Declaration

I give consent for my child to participate in this visit and have read the information provided. I understand the extent and limitations of the insurance cover provided.

I agree to my son / daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I have received the St Margaret's Primary School Code of conduct for residential visits and understand that acceptance of this is a condition of participation in this visit.

**If the medical details or contact information above change I will notify the school office.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals)

# Emergency Card (Visit Leader)

(Insert telephone numbers before issuing)

## Side 1

⇒ **Assess the situation:**

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

⇒ **Administer first aid:**

- As appropriate, remembering priorities ABC.

Airway  
Breathing  
Circulation (bleeding)

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

⇒ **Call emergency services:**

- Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

⇒ **Inform school and LA emergency centre** so that they can initiate Critical Incident Action Plan

School / Service Emergency number **or**

Home Contact numbers (Out of hours) - **or**

Home Contact mobile number – **or**  
LEA Emergency number

⇒ **Establish a contact point and identify a member of staff to liaise with the emergency services**

⇒ **Arrange for someone to travel with casualties to hospital**

⇒ **Make arrangements for non-casualties to return to school/base**

⇒ **Record details of incident and actions taken.** (See over)

(Side 2)

## INCIDENT LOG SHEET

As soon as possible write down the following to inform any investigation:

<b>Time of incident</b>	
<b>Date</b>	
<b>Brief description</b>	
<b>Location</b>	
<b>Witnesses</b>	

Information to provide to Emergency Services (and later to school / service):

<b>Names of those involved</b>	
<b>Number of people injured</b>	
<b>Total number in group</b>	
<b>Details of injuries as known</b>	
<b>Action taken so far</b>	
<b>Contact point</b>	

# Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number (s) at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

**It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Oldham Council 0161-770 2222 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.**

- You should also contact the Head of Establishment (if this is not you);
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment – Dan Whittle		
Deputy Head of Establishment – Rachel Whittle		
Oldham Council Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>0161-770 2222</b>	-
EVC – Cara Campbell		

## **Code of Conduct for Educational Visits (including Residential and Overseas Educational Visits)**

- At St Margaret's Primary School we aim to create a stimulating, safe, caring and positive learning environment where everyone can be happy and successful and where effective learning and teaching can take place. To this end, good behaviour, mutual respect and ultimately self-discipline in all aspects of school life, including Educational Visits is central
- School rules, policies, rewards and consequences apply throughout the duration of the trip
- Students are to follow all instructions by St Margaret's Primary School Staff or External Provider Staff at all times
- Students must not behave in a way that places either themselves or others in danger/at risk
- Students may not enter accommodation occupied by other groups or areas designated as private
- Students are to remain in their allocated rooms for fire safety
- General conduct should be considerate of other guests
- Excessive noise or unruly behaviour during whilst in transit or within the accommodation is not permitted
- Abusive or anti-social behaviour whilst in transit or within the accommodation is not permitted
- All furniture and equipment within the accommodation is to be treated with due care and attention
- Students should report any damage/existing damage to their room as soon as possible
- Students will be liable and charged for any wilful damage caused to property belonging to the accommodation or transport providers
- Alcohol and smoking is strictly prohibited
- Students are responsible for the safety of any electrical appliances that they bring with them
- Mobile phones/money are taken at the students own risk
- Deodorant sprays/Hair sprays are not permitted due to the sensitivity of the fire alarms
- St Margaret's Primary School and any External Providers reserve the right to send any students home for persistent or gross misconduct e.g. possession/use of illicit substances. In such cases, the cost of repatriation will be borne in total by the parents / carers of the student in question

## Appendix 5 - EDUCATIONAL TRIPS AND VISITS POLICY, COVID-19 ADDENDUM

### Introduction

DfE no longer imposes specific restrictions on educational visits. It advises that any public health advice, such as hygiene and ventilation requirements, should be included as part of the process of risk assessment of all visits and activities.

### Risk Assessment

St Margaret's Primary School will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

Any attendance restrictions introduced by St Margaret's Primary School because of an outbreak will be reflected in its visit risk assessments, and we will consider carefully whether a visit is still appropriate and safe.

