



Policy for Educational Visits



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1. Introduction

Trips, visits, learning off-site and visitors into the academy comprise an essential part of our curriculum which benefit pupils in many ways. Visits and visitors can create inspiring, positive experiences that not only enhance learning and understanding, but also pupils' social and personal development.

Educational visits and visitors provide the opportunity for pupils to immerse themselves in new, different and exciting experiences and environments. Of then they involve a more 'hands on' learning experience where children can handle and learn about artefacts first hand from experts in those fields.

Educational visits and visitors are used to enhance the learning experience of a particular topic.

2. Aims and expectations

- We aim for each class to have at least three educational visits/visitors per year.
- Visits support and broaden the children's understanding of the current unit of work.
- All activities are available to all pupils irrespective of needs, ethnicity, gender or religion.
- The cost of visits will be appropriate.

3. Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the premises having been authorised to do

so by the Headteacher. An education visit may also mean visitors into school to enhance learning. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Visiting experts into school who may bring artefacts for the children to handle

4. Key personnel

Responsibility for educational visits rests with the Chief Executive Officer and Board of Directors; Headteacher and the Educational Visits Coordinator (EVC), however all employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

5. Planning and Preparation for a trip – further guidance in Appendix 1.

- The Educational Visits Coordinator (EVC) coordinates the planning and management of the educational visits.
- All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen.
- Risk Assessments of potential hazardous activities must be completed by the visit leader using the Norfolk Evolve Website. In addition, all staff will carry out dynamic risk assessments throughout the trip.
- The venue may have its own risk assessments – the LOTC quality mark indicates that the venue has been approved by Norfolk County Council.
- The trip must be approved by the EVC and Headteacher. Adventurous activities, as defined in the Norfolk County Council Evolve system, must also be approved by the County visits coordinator at least 3 months prior to the activities.
- Parents will always be informed about the trips and permission sought.
- Form to ensure trip is well planned and matches our curriculum can be found in Appendix 4

6. Ratios

- There are no longer statutory ratios, except for early years where the expectation is for at least the normal classroom ratio.
- All trips will be individually risk assessed to ascertain the safe level of adult supervision required for the particular group of pupils.
- A minimum of two teachers for every school journey (at least two teachers are needed in order that one teacher may remain in charge where another is called away).
- With a mixed party it is desirable that there should be teachers or other responsible adults of each sex accompanying the group.
- Newly qualified teachers should not lead school parties in their first year of teaching.

7. Trip categories – level 1, 2 and 3

Educational visits/trips are categorised into 3 levels: -

- **Level 1** are trips to the local area (Local Area Visits)
- **Level 2** are trips that include either
 - A residential overnight stay(s) **and/or**
 - Adventurous activities **and/or**
 - A visit to a foreign country
- **Level 3** covers all other trips

Level 1 (Local Area Visits) are trips within the local area that are within walking distance from the academy (and do not require transport). Level 1 trips are logged on Evolve as a Local Area Visit. A formal written risk assessment is not required. Parents/carers are asked for authorisation for their child to participate in local area visits via annual authorisation letters.

Level 2 trips must be recorded on Evolve and authorised by the EVC and Headteacher in advance of the trip.

Level 3 trips must be recorded on Evolve and authorised by the EVC and Headteacher in advance of the trip. Additionally, the trip must be recorded on Evolve at least 3 months before the trip begins so Norfolk County Council can check and approve the arrangements.

8. Payments for trips

- Cost implications for parents will always be considered.
- Excessively expensive trips will be avoided wherever possible.
- All payment by parents for school trips is made in the form of a voluntary contribution.
- If there are insufficient parental contributions, the trip may be cancelled.
- For residential visits where the costs are higher, payment plans are available.

9. Trip Safety

- All supervising adults will be made aware of the duty of care which is placed upon them.
- The Academy Inclusion and Safeguarding policies will be implemented during all off-site activities.
- The visit staff will adhere to the rules as set out in Appendix 2

10. Emergency procedures

- The trip leader will always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit.
- In cases where a pupil(s) needs urgent medical attention, one staff member will accompany that pupil(s) for treatment, while other staff members and adults remain with the rest of the group. The Academy Leader will be notified at all times, and they will notify parents.
- In the unlikely event that a pupil becomes separated from their group, the procedure as laid on in Appendix 3 will be followed.

Appendix 1: Arranging visits - best practice checklist

Activity	Completed
<p>Discuss the purpose of the trip with the Key Stage Leader/Headteacher and gain their approval for the visit. Complete the trip planning proforma</p>	
<p>Liaise with the admin/office staff so that the office can book the entire visit on the agreed date(s).</p>	
<p>Office staff to calculate a cost per pupil.</p> <ul style="list-style-type: none"> • All costs must be included - travel, admission, additional staff, insurance (if required). • Price per pupil must be sufficient to cover the entire cost of the trip. 	
<p>Once venue and transport are confirmed, dates to be booked into the academy diary and information shared with relevant staff (including the kitchen where lunches are affected)</p>	
<p>Inform the EVC and complete the Evolve form online and upload the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure. Risk assessments must include: -</p> <ul style="list-style-type: none"> • specific medical issues, • additional support for individual pupils • details of adult helpers. • A copy to be taken on the trip. • The itinerary of the day • A route map showing road crossing points if the trip is on foot 	
<p>Class teachers to inform parents of the trip and costs in advance. Money to be collected via STRIPE where possible. Further specific details to be given in a follow up letter, giving at least two weeks' notice (unless there are exceptional circumstances).</p>	
<p>In the case of residential trips:</p> <ul style="list-style-type: none"> • a parents' meeting will be held well in advance of the trip to provide information on dates, cost etc. • Payment plan information shared with parents • Equipment/clothing listed for parents well in advance of the trip. • Emergency contacts obtained and checked for all pupils. • Medical information gathered and checked. • Parental consent forms shared and collected. • Adults for each gender to accompany the visit. 	
<p>Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.</p>	

Appendix 2: Trip safety

Activity to ensure pupil safety on visits	Completed
An adult of each gender to accompany mixed groups of pupils if possible	
ECTs to be accompanied by an experienced member of the teaching staff on their first visit	
Supervising adults to include a member of staff with knowledge of basic First Aid; for EYFS visits, at least one (paediatric) first aider must accompany children	
Supervising adults must know of any special medical details of any pupils. Copies of any care plans should be taken	
First aid kits & any individual medicines, e.g., asthma pumps, must be taken on the trip	
Pupils briefed about the importance of staying with their partner/group/adult	
Any adult who has not been DBS checked will not be left alone with a group.	
Adults will not travel alone with a pupil in their own vehicle	
Any adult helpers are fully briefed prior to leaving, with names of pupils in their group, expectations and responsibilities, mobile numbers of members of staff.	
When walking along a pavement, pupils to be in a line in single file/pairs with teaching staff at the front and rear and other adults alongside.	
Regular headcounts to be taken	

Appendix 3: Procedures for a missing child

Activity – if a child becomes separated from the group	Completed
<p>The pupils need to be briefed on the following procedure in the event that they become separated from the group: -</p> <ul style="list-style-type: none"> ▫ Wait so that the trip leader can re-trace their steps to locate the pupil ▫ If a pupil has been left on the tube/train, they are to get off at the next station and wait ▫ Speak only to adults in uniform, e.g., police etc. but under no circumstances go with them 	
<p>The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other pupils.</p>	
<p>If the child is not found after approximately 20 minutes, the trip leader will phone the academy office to notify them and ascertain whether they have any information.</p>	
<p>The academy leader will notify the parents</p>	
<p>The trip leader will contact the police after 30 minutes of the pupil going missing.</p>	
<p>Once the police arrive, all relevant information about the pupil will be given, so that the police can take over the search.</p>	
<p>The trip leader will remain with the police to comfort the pupil when found and maintain regular contact with the academy.</p>	
<p>The remaining staff and adult helpers will return to the academy with the rest of the pupils.</p>	
<p>When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate</p>	

Appendix 4: Trip Planning Form

To make trip planning a smoother process, keep track of proposed trips and costs and to clarify who is responsible for researching and costing trips, please complete this form. It is the class teacher's responsibility to research venue, to find costs for specific dates, to decide leaving and returning times and ensure there are enough adults to accompany the trip. Please complete the first part of this form then hand to the office who will find out availability and cost of transport. When a total cost per child has been calculated, please hand the form to the headteacher for approval. Please allow plenty of time for planning (preferably the half term before) as for the trip to take place the Evolve form must be submitted at least 2 weeks before the trip.

Teacher to complete this section	
Class & date of trip	
Venue	
Curriculum link and intended outcome	
Total cost of venue	
Cost per child	
Number of children taking part	
Names of adults accompanying	
Setting off time from school	
Setting off time from venue for return	
Office to complete this section	
Bus company	
Total cost of bus	
Total cost of trip (inc transport) per child	
SLT notes	

Appendix 5: Risk Assessment template

Department:		Service:		Reference:	
Activity:			Site:		
People at Risk:			Additional Information:		
Name of Person Completing Form:		Job Title:		Date:	
				Review Date:	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)