



Inspiring All to Excellence



Anker Moor Primary Academy

Educational Visits Policy

Document Control

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Effective Date	Autumn 2022
Policy Owner	Claire Keay
Policy Approver	Local Governing Body

Version Control

Version	Date	Amended by	Comments
1	Autumn 2021	Simon Russell	
2	Autumn 2022	Claire Keay	See below

Section	Changes Made
P4	Headteacher name changed
P6	Avoid having their own child within their group to allow for equality of experience.

Introduction

Ankermoor Primary Academy recognises the positive outcomes associated with Learning Outside the Classroom and believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Learning outside the classroom is defined as: “the use of places other than the classroom for teaching and learning.” The rationale is that such learning often makes “the most memorable learning experiences” and helps young people make sense of the world by linking feelings and learning, builds bridges between theory and reality, schools and communities, young people and their futures.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn.

These experiences can take place in the school grounds; local nature reserves and wild places; city farms and parks; streetscapes; field study centres; farms and the countryside; remote wild and adventurous places; heritage and cultural sites; zoos and botanic gardens; places of worship; museums, theatres, galleries and music venues; and on cultural, language and fieldwork visits abroad.

Therefore, it is essential to implement a policy linked to Educational Visits.

Aims

- Improve academic achievement
- Develop skills and independence in a widening range of environments
- Make learning more engaging and relevant
- Reduce behaviour problems and improve attendance
- Stimulate, inspire and improve motivation
- Develop the ability to deal with uncertainty
- Promote independent learning and curiosity
- Provide challenge and the opportunity to take acceptable levels of risk
- Improve young people’s attitudes to learning

Responsibilities

Ankermoor has a duty to ensure that the principles and practices contained within this policy are implemented. In addition, the local authority will approve overseas, overnight or adventurous policies through Evolve.

The Governing Body

The Governing Body has a duty to ensure that the school actively implements the principles for Educational Visits when learning outside the classroom. They should be satisfied that risk assessments have been carried out with appropriate health and safety measures in place and that training needs have been addressed.

Governing Bodies should:

- Be fully aware of all their responsibilities
- Access training if required
- Ensure that the Headteacher, those responsible for trips and the Educational Visits Coordinator (EVC) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities
- Approve all overnight, adventurous or overseas trips
- Ensure that all visits have specific, stated and communicated learning objectives
- Ensure that the Visit Leader's plans for the visit adhere to the National Outdoor Education Advisers' Panel (OEAP) Employer Guidance (EG) at www.oeapeg.info as well as the school's health and safety policy
- Ensure that visits are reviewed and evaluated for impact on learning and inclusion as well as for safety and quality
- Be aware that they may be involved in adjudicating parental complaints or dealing with an emergency

The Headteacher – Claire Keay

The Headteacher should have an understanding of the rationale that underpins LOtC and the supporting rationale with an awareness of obtaining best value, matched to whole school learning. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships etc. To comply with best practice, the Headteacher should ensure there is a clearly designated Educational Visits Coordinator (EVC). The Headteacher must ensure that arrangements are in place for visits to be officially notified to and/or approved by the Governing Body where necessary.

The Headteacher must:

- Be fully aware of all their responsibilities
- Access training if required
- Ensure that the EVC is supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities
- Ensure that visits are reviewed and evaluated for impact on learning and inclusion as well as for safety and quality
- Be aware that they may be involved in adjudicating parental complaints or dealing with an emergency.

The Educational Visits Coordinator (EVC)

The functions of the EVC are to:

- Have an understanding of the leading and managing LOtC and the supporting rationale
- Ensure the Headteacher, Visit Leaders, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that school guidance and procedures are properly understood
- Support the Headteacher and Governing Body with visit approval and other decisions
- Attend EVC training
- Lead on assessing the competence of leaders and other adults proposed for a visit
- Organise relevant training of activity and visit leaders i.e. Visit Leader Training, first aid, hazard awareness etc.

- Ensure that suitable child protection procedures are in place, including the vetting at an appropriate level of all voluntary helpers
- Ensure that suitable arrangements have been made for the medical needs and special educational needs of all the young people involved and that inclusion issues are suitably addressed
- Ensure that visits and LOtC activities are reviewed and evaluated. This process will require the reporting of accidents and incidents
- Review procedures on a regular basis and immediately following any serious incident or systems failure and, on occasion, monitor practice.

The Visit Leader

The Visit Leader is the person whom the Headteacher and EVC have approved to take overall responsibility for the supervision and conduct of the visit, and for the health and safety of the group. To ensure accountability and a clear audit trail, a sole Visit Leader should be appointed and they should be an employee and part of a chain of specified roles and responsibilities rather than a volunteer. The key requirement for a Visit Leader is that they are competent, not that they hold a particular post, title or job description. Other employees (Instructors, Coaches, and Teaching Assistants etc.) may function as a Visit Leader, providing they are competent to carry out this role. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice.

The Visit Leader must:

- Have an understanding of LOtC and the supporting rationale
- Follow all the employer regulations, guidelines, policies and procedures
- Be formally approved to carry out the visit
- Be specifically competent and/or qualified
- Plan and prepare for the visit, leading on risk management. In accordance with best practice all staff and where appropriate young people also should be involved in the planning and risk management process to ensure wider understanding and consolidate skills for life
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, appointing a deputy wherever possible
- Ensure that where any accompanying adults includes someone with a close relationship to a member of the group, there are adequate safeguards to ensure that this will not compromise the visit
- Be aware of child protection issues
- Ensure that there is adequate access to first aid treatment and supplies for the entire duration of the visit
- Collate and make available relevant information for staff on the trip and senior leaders responsible for the trip
- Ensure that staff and other supervisors have been appropriately briefed on: the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities, the nature and location of the activity
- Provide relevant information to parents and young people and arrange pre-visit information meetings where appropriate

- Ensure that all staff, volunteers and any third party providers who need it have access to emergency contact and emergency procedure details
- Evaluate all aspects of the visit, both during and after the event
- Understand that the overarching duty of care remains with accompanying school staff, even when partial responsibility is shared with a provider. Should the provider run the activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention will need to be used with great sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

Teaching and Non-Teaching Staff

Accompanying staff must:

- Have an understanding of LOtC and the supporting rationale
- Do their best to ensure the health and safety of everyone in the group
- Take reasonable steps to avoid exposing young people to dangers that are foreseeable and beyond those that they can reasonably be expected to cope with
- Consider stopping the visit or the activity and notify the Visit Leader if it is felt that there is an unacceptable risk to the health and safety of the young people in their charge

Volunteers

Volunteers must:

- Be suitably competent and knowledgeable about school and employer policies and procedures - insofar as they affect any responsibilities assigned. Be DBS cleared as appropriate
- Ensure they understand the role, responsibilities and limitations they have been assigned and how these integrate with other staff
- Be prepared to contribute to the evaluation of all aspects of the visit, both during and after the event
- Ensure they are briefed on the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities, the nature and location of the activity
- Make every effort to report problems to the accompanying Visit Leader/Assistant Leaders as soon as possible. The overarching duty of care remains with the accompanying Visit Leader and Assistant Leaders, even when partial responsibility is shared with a provider. Should the provider run the activity in a way that causes concern, a volunteer should report this as soon as possible. Be aware of safeguarding procedures and how to report a concern to teaching staff. Avoid having their own child within their group to allow for equality of experience.

Students

Students must:

- Not take unnecessary risks
- Follow immediately the instructions of the Visit Leader, staff, volunteers, activity instructors and other adults e.g. venue staff
- Follow the school's Code of Conduct
- Be sensitive to local customs when abroad
- Be aware of anything that may harm and threaten them and tell someone in charge as soon as possible if they are concerned.

Parents

Those in a position of parental authority should be aware that in a school-based situation, where a LOTC activity takes place and within the school premises, wholly in curriculum time (within the normal school day), then school does not require parental consent. However, where such activities will take place beyond the school gate, school undertakes to inform parents of visit details in writing so that parents can make an informed decision as to the participation of their child. This may be by a letter sent home via child, general information letter or newsletter. Where visits are more complex e.g. residential trips, overseas exchange visits, visits involving adventurous activities etc. in line with best practice, the school holds a pre-visit briefing session where parents can receive information and ask questions to ensure they have a proper understanding of what they are consenting to.

Parents must:

- Complete and sign a form when their child joins the school to consent to all school activities which take place off-site and for their child to receive first aid; emergency medical treatment to include the administration of an anaesthetic or blood transfusion and emergency pain relief.
- Ensure that they and their child understand and agree to follow the school's Code of Conduct particularly regarding any arrangements for sending a young person home early should there be a serious failure to meet the required standards of behaviour for example, or for collecting a young person before the end of a visit should they become ill for example and how any costs will be met
- Give or refuse consent as requested for their child to be transported in a private car by a specific named driver
- Provide on request any information to the Visit Leader that may impact on their planning of a visit or would affect their ability to fulfil their responsibilities under their professional duty of care e.g. physical, psychological or emotional health issues; allergies; phobias; medication (including dosage and who may administer it); special dietary requirements; details of any recent illness and/or contact with contagious or infectious disease; personal care or continence issues; history of sleepwalking; water confidence and swimming ability; religious requirements etc.
- Provide on request at least one, but preferably two emergency contact names and telephone numbers which can provide 24/7 cover for the duration of the visit.

Health and Safety

For every educational visit, reference should be made to the appropriate system in present use, i.e. completion of EV-1 / EV-2 and generic risk assessment forms.

The following procedure will be adopted when organising any visit outside the school grounds.

Proposals for visits will, as a minimum, state

- the educational purpose of the visit;
- its aims and objectives;
- how it conforms to the school's curriculum aims;
- class identification & size, composition, supervision ratios and the names of who will be supervising;
- destinations dates & times.

Procedures

Staff will be expected to complete the EV-1 form on Evolve, considering the following:

- Staff competencies required for the nominated Group leader and for teaching and support staff will be clearly defined.
- Where the school uses external providers, a Risk assessment will be requested and attached to the relevant documentation.
- Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable. The risk assessments must be read and signed by all the adults accompanying the trip.
- The timescales for the proposal, approval and departure of each visit will be included.
- Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- Every trip or visit will be subject to a review.

Risk Assessments

Risk assessments are an essential part of the planning process.

The Group Leader is responsible for producing risk assessments for all aspects of the visit.

Evolve contains a risk assessments section. This contains the EV-1, EV-2 and generic risk assessment forms. The generic risk assessment form may be amended to suit the specific location and group travelling.

All adults accompanying the visit must read the risk assessment/s and sign the appropriate forms to confirm understanding and agreement of the control measures.

For regular visits, such as swimming, or local church, a programme of activities will need to be done perhaps once a term or once a year. During the visit, a dynamic risk assessment should be carried if any situation occurs that impacts on future visits or affects any of the children in any way and a report should be completed and submitted to the Head Teacher.

Proposal

The Group Leader will submit a proposal to the Headteacher **at least 7 days** before the trip commences, as follows:

- The EVOLVE on-line Approval for Off-site Visits form must be completed.
- The means of complying with the requirements outlined in the proposal.
- Proposed visits should be clear with regard to insurance arrangements and the financial procedures that will be used including charging and remissions.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details including children currently on medicines.

- Forms for Parental consent and medical details should be sent out at least four weeks prior to the visit.

Notification

- Notification will be made using the EVOLVE on-line Approval for Off-site Visits form.
- Notification to the LA Educational Visits team will only be allowed after the Headteacher and EVC are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.
- The Group Leader is responsible for sending the notification to the EVC for visits.
- The Headteacher/EVC will ensure that the Group Leader carries out this task.

Undertaking the visit

Once the trip notification has received approval, the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes.

Any accidents that result in a child or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls, the school will immediately inform the LA Educational Visits team.

Monitoring

The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

It is recommended that on occasions the EVC, Head teacher or a member of the Governing Body will accompany a group.

The school may also request the Education Visits Advisor (EVA) to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

Evaluation and Review

Every visit will be reviewed by the Group Leader.

The results of the evaluation and review process will be provided to the EVC/Headteacher.

The Head teacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

The evaluation and review report will be maintained in the school's educational visits file for reference.

Insurance

Employer's Liability insurance and Public Liability insurance are a statutory requirement and all establishments must have appropriate insurance in place which includes appropriate indemnities for both employees and non-employees.

Limited Personal Accident insurance is provided for all SCC employees in the course of their employment, providing predetermined benefits in the event of an accident in respect of qualifying injuries. Visit leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

The optional School Journey Scheme (not applicable for Academy schools who should refer to their own insurers) gives benefits that exceed those of most tour operators and provides a phone number giving rapid access to support and assistance in the event of a claim.

When providers are used, it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

For further information and advice on insurance matters please contact the school's insurance provider or for SCC services/maintained schools: Ian Gough Risk & Insurance Manager, Insurance Services, Staffordshire County Council

Email ian.gough@staffordshire.gov.uk Tel 01785 276476

Inclusion and Equality

Every effort should be made to ensure that Educational Visits and LoTC activities are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.