



## **Purposes of educational visits**

As an academy we recognise the significant educational value of visits and activities that take place away from the immediate academy environment. Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem solving skills, and develop independence and self-confidence. Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

This policy covers all off-site visits and activities organised through the academy and for which the Governing Body and the Headteacher are responsible.

Crowle Primary Academy adopts the North Lincolnshire Council 'Educational Visits Handbook' (including visits policy and visits guidance) as the basis for the academy's health and safety policy for the management of visits and off-site activities. Further information can be found within the handbook, which is available from the business manager, and on the Evolve online system under 'Guidance and resources'. This policy supports the local authority guidance and policy.

## **Responsibilities**

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the Party Leader, members of staff and volunteers, pupils and parents. The academy also has other responsibilities to other members of the public and to third parties. This academy policy therefore complements the wider academy health and safety policy.

**It is an academy priority that off-site visits and activities are safe, well managed and educationally beneficial.**

### **1. Responsibilities of the Governing Body;**

Members of a Management Board or Governing Body should view their main role as being "to enable and ensure"; otherwise described as being a "critical friend".

- Ensure robust systems are in place to support the implementation of the guidance
- Ensure compliance with regulations and guidelines of the DFE and the LA
- Delegate responsibility to the Headteacher for the general approval for Category A visits, and specific approval for Category B visits and ensure LA approval (for Category B visits) is obtained, and that external providers have met all assurances before bookings are confirmed
- Ensure that monitoring procedures are in place, activities are evaluated, good practise is shared and any issues comply with the statutory requirements

### **2. Responsibilities of the Head teacher;**

The Head teacher will:

- Appoint an education visits co-ordinator (at Crowle Primary Academy this role is undertaken by the Headteacher)
- Ensure specific appropriate educational objectives are stated, inclusive and known by relevant parties.
- Ensure that the staffing ratio is suitable for each visit.
- Ensure all off-site visits and activities are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Check that risks have been assessed and recorded, and safety measures and emergency procedures are in place.



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- Ensure visits and activities are approved, based on compliance with the relevant North Lincolnshire Council policies and recognised good practice.
- Ensure all visits and off-site activities are suitably insured.
- Ensure all staff involved in off-site visits and activities have access to, and are aware of, the current LA “Educational Visits Policy and guidance”.
- Monitor off-site visits and activities, and review visit reports.
- Ensure there are Emergency Plans in place.
- Keep the governing body informed of educational visits

### **3. Responsibilities of the Party Leader:**

The Visit Leader has the overall responsibility for supervision and conduct of the visit. A single Visit Leader will be designated for each visit. If this role changes during a visit, a clear handover should be made. An Activity Leader is responsible for a particular activity during a visit.

The visit leader will be

- **competent** - the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience.
- **confident** in their capacity to take charge of a situation and their awareness of their abilities as well as their limitations.
- **accountable** - Leaders must be clear about the chain of accountability and what is expected of them.

The Party Leader will:

- Be responsible for organising all aspects of the visit or activity.
- Have overall responsibility for the supervision of the visit or activity.
- Follow the “Educational Visits Policy” of North Lincolnshire Council and of the academy.
- Risk assesses all aspects of the visit, set cut off points for abandonment and record the results.
- Ensure all other staff, helpers and parents are aware of the risk assessments, and their roles and responsibilities, and how to contact the Party Leader during the visit.
- Ensure the Evolve online system (Application for Approval) has been completed, and approvals sought from the Responsible Person, and the LA (as appropriate for the category of visit). Category A visits should be submitted to the EVC 7 days prior to the visit. Category B visits should be submitted to the EVC 4 weeks before the visit and to the LA 3 weeks prior to the visit date.
- Fully inform parents about the visit and ensure consent has been given when appropriate.
- Obtain up to date relevant medical information, and emergency contact details for the pupils.
- Ensure a contingency plan (plan B) in case of changes, i.e. bad weather, and risk assess this plan.
- Ensure sufficient suitable staffing, and brief them on their roles.
- Make ‘ongoing’ risk assessments during the visit, and amend plans or cancel activities as required.
- Have an agreed emergency plan for contacting emergency services, academy management and parents.

*Understand the Educational and Off-Site Visits Emergency Plan.*

*Keep a copy of the emergency plan cards with the leader on each visit.*



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- Report back on the visit to the Headteacher and complete post visit evaluations when necessary.

A further list of roles and responsibilities are available from **the OEAPNG website** (National guidance for the management of outdoor learning, off-site visits and learning outside the classroom). <http://oeapng.info>.

#### 4. **Approval of off-site activities;**

- Approval for all visits should be sought well in advance (on the Evolve online system) taking into account such issues as the dates of Governor's meetings.
- LA approval for category B visits must be applied for AT LEAST THREE WEEKS (term time) in advance.
- The Headteacher is the 'Responsible Person' for approving all off-site activities. This task may be delegated to the academy's Educational Visits Co-ordinator, or a member of the Senior Management Team (if competent to do so) but will be recorded in Evolve as having been approved by the Head/Manager
- The Governing Body should have access (via an Evolve 'Read Only' account) to details of all the academy's visits.
- Overseas, residential and Adventurous Activities visits also require the approval of the LA.
- All providers of residential activities should have the appropriate amount of cover (see guidance document), staff should check this before booking a visit.

#### 5. **Responsibilities of additional members of staff taking part in visits and off-site activities;**

Helpers will be subject to appropriate vetting at the discretion of the Headteacher. They should be suitably competent and confident to be able to carry out the duties they are assigned and understand how these integrate with other staff.

Members of staff, volunteers and parent helpers should:

- Assist the Party Leader to ensure the health, safety and welfare of pupils and staff.
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.
- Report any concerns or incidents to the Party Leader.
- Be informed about the planned activities and their Risk Assessments, contingency and abandonment plans, group characteristics and the nature, aims and outcomes of the activity.
- Know which pupils are under their supervision, and how to contact the Party Leader/other staff.
- Contribute to the evaluation of the visit.
- Where the helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management, particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. This means that the Visit Leader should directly address this issue as part of the assessment of risks and not assign a helper to a leadership role which gives them a direct responsibility for their own child, other than where this is a risk-managed part of the plan.

#### 6. **Responsibilities of pupils;**

Whilst taking part in off-site activities pupils also have responsibilities about which the Party Leader, or other members of staff, should make them aware. For their own health and safety, and that of the group, pupils should:

- Avoid unnecessary risks.
- Follow instructions of the Party Leader and other members of staff.
- Behave sensibly, keeping to an agreed code of conduct.
- Inform a member of staff of any significant hazards.

#### 7. **Responsibilities of parents;**

**At the beginning of each academic year parents will sign a general consent form allowing the academy to take their child on a regular, routine off site visits during normal school hours, extra consent will be sought if visits take place**



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out of normal curriculum time or involve residential, adventurous, visits involving a significant distance from the academy or when a charge is made for the visit.

Parents will make informed decisions about whether their child will take part in an activity after being provided with full details by the academy, they have the right to withdraw their children from the visit.

- Support the application of any agreed code of conduct.
- Inform the Party Leader about any medical, psychological or physical condition relevant to the visit.
- Provide an emergency contact number.
- Sign a consent form to show that they agree for their child to take part in the visit and the activities planned when necessary.

### 8. Staffing, ratios and effective supervision

- All ratios for Early Years will be adhered to according to the Statutory Framework for the Early Years Foundation Stage.
- For all visits the visit leader, Headteacher/ EVC will make a professional judgement regarding the number and suitability of staffing on an individual basis.
- The recommended minimum starting point ratios for each age group are;
  - Under 5 years old - 1:4
  - Key Stage 1 - 1:6
  - Key Stage 2 – 1:10

### 9. Provision of training and information;

- A copy of this policy and associated academy procedures will be made available to all academy staff that may be involved in off-site visits and activities. Copies should also be available for any parents requesting them.
- The Head teacher will make additional information available to staff to help ensure the safe management of off-site activities. This will include the North Lincolnshire Council “Educational Visits Policy and guidance”.
- Appropriate training will be made available to leaders, prospective leaders and other adults taking part in off-site activities in order to reflect identified academy health and safety priorities and educational priorities.
- Staff who have little or no experience of leading off-site visits, will be given opportunities to gain such experience, under the direction of experienced staff.

### 10. Charging Policy;

Off-site academy visits will often incur a cost, i.e. for transport, admission fees etc. In order to offset this cost parents may be asked to make a voluntary contribution towards any visits their child takes part in.

If insufficient funds are available, from contributions or other funds, then it may be necessary to cancel a visit.

The costs for board and lodging on residential visits will be charged directly to parents (unless their pupils qualify for free school meals, when a remission of these costs may be applied, except where the visit is classed as an optional extra\*) as will the full cost of any visit deemed to be an optional extra (e.g. is mainly outside of academy hours, is not part of the National Curriculum or any public examination, is not in scope of statutory requirements for religious education)

All money collected will be receipted, and a separate record of all income and expenditure will be kept.

\*A trip, which is wholly or mainly outside of academy hours, does not form part of the National Curriculum, is not part of an examination syllabus, or religious education statutory requirements is classed as an optional extra.

### 11. Action in the case of an emergency;

The Head teacher will ensure that emergency arrangements are in place for all off-site visits and activities, known to staff and in line with NLC policy. This will include emergency contact numbers for designated senior members of staff, or the Governing Body, including out of academy hours time. The designated contacts must hold all details of the visit i.e. names, contact numbers etc. Staff, helpers and pupils should not speak to the press. The press should be referred to the Public Relations department of North Lincolnshire Council.



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### **12. Accidents and incidents;**

Any accidents, incidents and near misses that occur during off-site visits and activities must be reported, and recorded in accordance with the academy health and safety policy (forms on Evolve should be completed). North Lincolnshire Council and the Health and Safety Executive will be informed of notifiable accidents and incidents. In the case of a fatality the Health and Safety Executive must be informed immediately. Accidents and incidents will subsequently be reviewed within the academy to identify any learning points.

### **13. Child Protection:**

- All off-site visits and activities will adhere to the academy and the LA policies for child protection.
- Any adult volunteers/helpers who have not been DBS checked will not be left in sole charge of pupils.
- All adults on residential visits must be cleared via an enhanced DBS check.
- Assurances will be sought from any external providers that their staff are suitable for work with children.
- In the case of foreign exchange visits assurances should be obtained from the host school that they have approved the host families, and that the accommodation is suitable.

### **14. Monitoring and review;**

The Governors will review this policy:

- Every three years.
- At such time as there are significant changes to guidance from the LA.
- Should significant issues be brought to the Governors' attention through the report of the Headteacher.

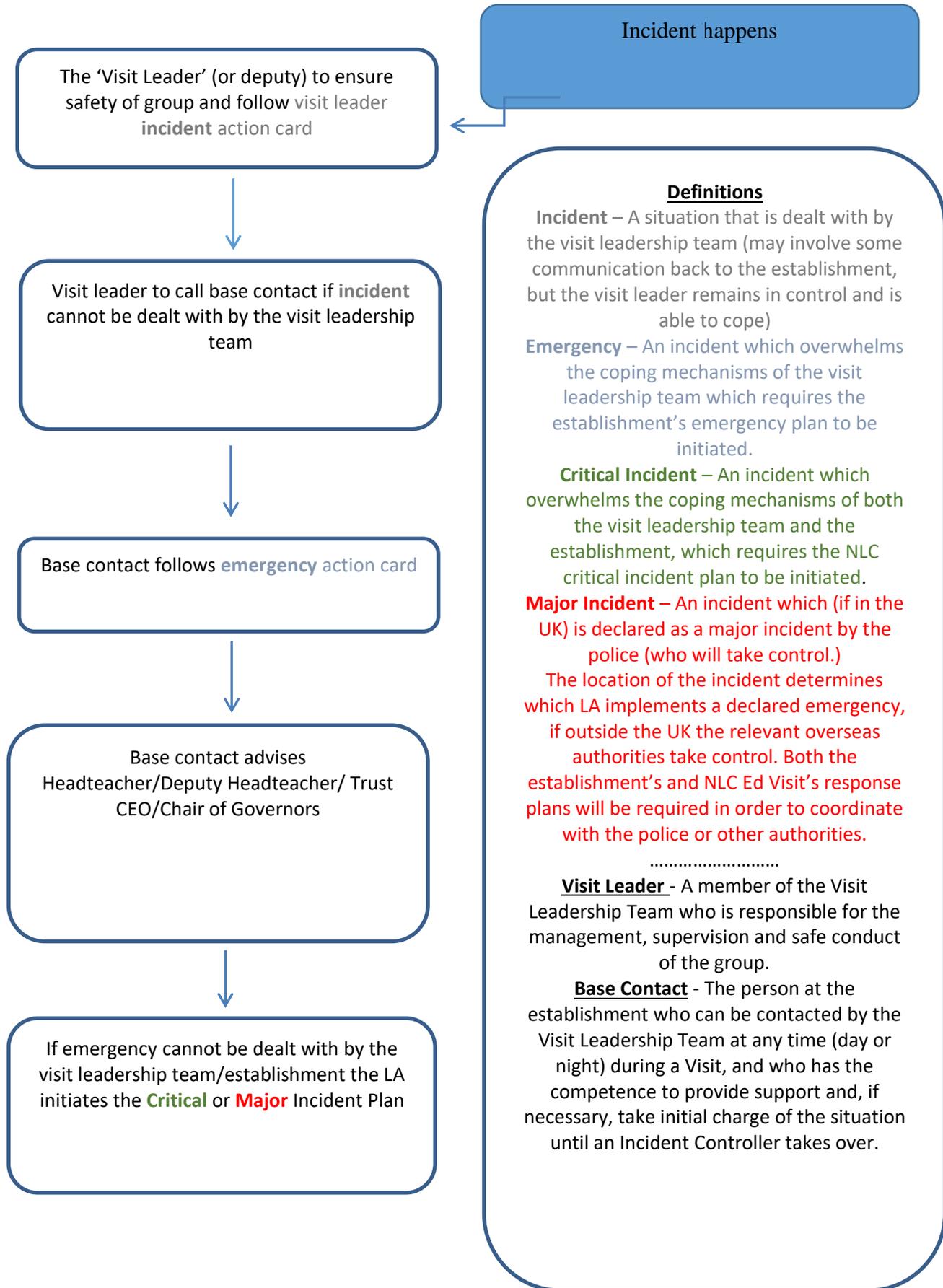
### **Educational and Off-Site Visits Emergency plan**

Many incidents that happen on off-site visits will be dealt with by the Visit Leadership Team, perhaps with some telephone support from the establishment. However, some of these incidents may become Emergencies or Critical Incidents and require support from the Establishment and/or the Employer.

The following pages are designed to support staff at various points throughout an incident/ emergency.



**A - Educational Visits Emergency plan**



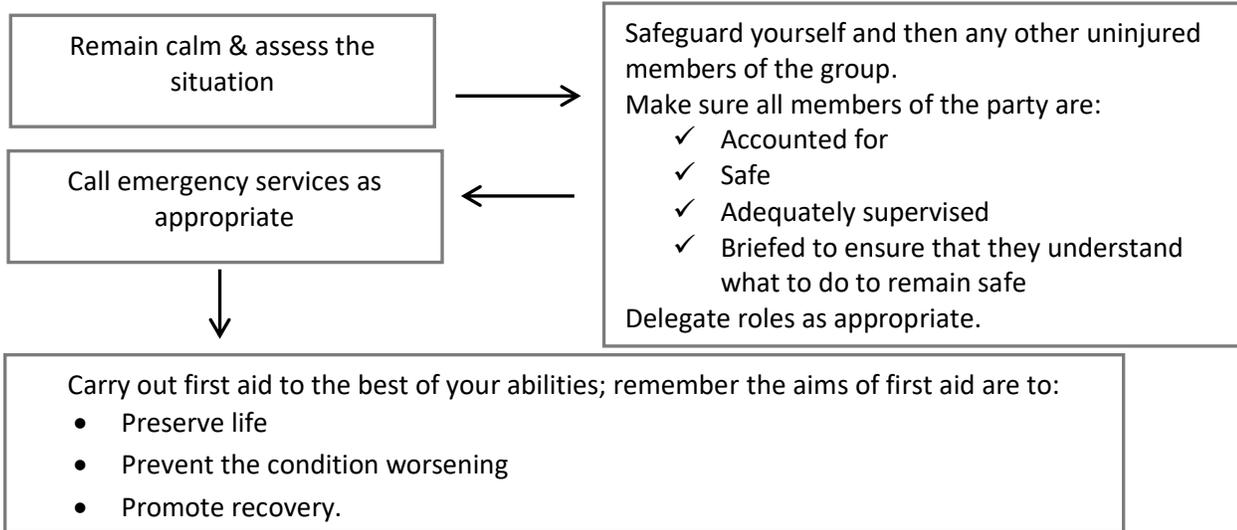


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## B - Visit Leader Incident Action Card

**Procedure – In the event that the situation cannot be dealt with by the visit team, use the following to guide your actions:**



### Once the immediate situation is contained:

- Inform the school/ establishment base contact**, or if unavailable NLC emergency contact, giving them the following information:
  - Who you are, which establishment you are from & your role
  - What number you can be called back on
  - The nature of the emergency
  - Number of casualties & their status
  - The total number of people in your party
  - Your current location
  - Whether you are staying where you are or moving, if you're moving where to
  - What time the incident happened
- Liaise with and **take advice from emergency services** if they have attended the scene
- Consider the physical needs** of the group and casualties in terms of shelter & refreshments
- Consider the emotional needs** of the group such as removing them from the scene, providing emotional support (can often do this for each other), giving them useful things to do
- Control communications** – prevent group members from using mobile phones or going online unsupervised

### C - Keep a written log on all actions taken, conversations held and timescales.



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Time	Caller/ name	Message	Action

**Emergency Contact telephone numbers (to be completed before visit takes place)**

School/ Establishment	
Base contact (1)	
Base contact (2)	
Head teacher/ Manager	
NLC	01724 297022
NLC Out of hours	01724 276444
Emergency services (If travelling abroad)	
British embassy (In the countries being visited)	

**D - Base Contact Emergency Action Card**



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This card should be available to any staff likely to take incoming calls from a visit leadership team. It is recommended that the card is placed visibly in any office where such calls may be received.

**On receiving a call** - In the event of receiving an emergency call from a group on a visit, remember they will be very stressed. You need to remain calm to be able to take down key information without missing anything. Carry out the actions below, as appropriate.

**Take down the following information:**

Who is calling?		Role on the visit?	
What is the visit name? If you have more than 1 establishment, which are they from?			
What number can they be called back on?			
What has happened? What is the nature of the emergency? Is everyone safe? (Advise staff to follow Visit leader action card)			
What is the number/ status of any casualties?			
What is the total number of people in the party?			
Where is their current location?			
Are they moving from this location? If so where to?			
What time did the incident happen?		Time now (inc any time difference):	
What help do they require?			

**Reassure them** and tell them **they will be called back** once you have contacted your senior manager (within 30 minutes)

EV1