



**Outwoods Edge  
Primary School**

**Every Child. Every Day. Every Future.**

# Educational Visits Policy

**Approved by:**

**Headteacher**

**Date: 26<sup>th</sup> August 2022**

**Date of next review: September 2024**

## **Outwoods Edge Off Site Educational Visits Policy**

Outwoods Edge Primary Academy acknowledges the value of offsite visits and activities to young people, and fully supports and encourages those visits which are well planned and managed.

This policy is written in conjunction with the Leicestershire County Council's (LCC) document 'Management of Outdoor Learning, Off-site Visits and Adventurous Activities' which has been developed from National Guidance which can be found at [www.oeapng.info](http://www.oeapng.info).

### **Responsibilities**

#### *Outwoods Edge Primary School Academy*

As the employer, Outwoods Edge Primary Academy remains responsible for the health and safety and welfare of staff and pupils. They will advise employees in conjunction with Leicestershire County Council on best practice, safety and other considerations which are contained in the document 'Management of Outdoor Learning, Off-site visits and Adventurous Activities'.

#### *Headteacher*

The Headteacher is responsible for deciding what procedures are followed by staff organising an offsite educational visit. He/she is also responsible for appointing a suitable person to organise and run the visit. The Headteacher will also ensure that the advice and regulations contained in the document are followed.

#### *Governors*

The governors must be made aware of visits and in the case of residential and overseas visits they must give their approval. Governors need to receive a copy of the visits form when considering whether to give their approval.

#### *Educational Visits Co-ordinator*

The EVC will help and advise staff in the planning and implementation of off-site trips and visits, including helping organise staff CPD and review and revise policies and procedures in light of any changes to best practice or legislation.

#### *Party Leader*

The party leader will plan and prepare for the activity including seeking approval from the governing body where necessary, following guidance given laid down and ensuring all participants, including adult volunteers, are aware of their roles. The party leader must ensure that they have used the EVOLVE online system to plan for residential and day visits and sent it to the Head for approval who will then forward it to Leicestershire County Council as required.

#### *Assistant Party Leader*

It is good practice for the assistant party leader to have knowledge/copies of all itinerates, groups, planned activities, emergency procedures and other relevant information regarding the visit.

### **Planning a visit**

The visit should have a clearly defined educational purpose either relating to the curriculum or the personal and social development of the individuals or the group. The

party leader has the prime responsibility for the planning and preparation of the visit to ensure the safety and welfare of all participants engaged in any visit, journey or activity.

### Pre-visits

It is good practice in most cases to carry out a pre-visit. The following should be examined: facilities, safety, operational procedures, and local hazards and, if applicable, accommodation.

### Risk management

**Risk management** is an essential part of visit/activity planning. It is a continual and dynamic process designed to safeguard staff, volunteers and young people. An integral part of risk management is **risk assessment** of visits/activities which are to be undertaken.

**Risk management** should always be undertaken in light of the outcomes and benefits of an activity and the fact that risk cannot be totally eliminated but should be reduced to an 'acceptable' or tolerable level.

**Risk assessment** should always be carried out before setting off on a visit or activity. The assessment should include the following:

- *Look for hazards*
- *Decide who may be harmed*
- *Evaluate the risk and decide whether existing precautions are adequate or whether further action should be taken.*
- *Record your findings*
- *Review your assessments and revise if necessary*
- *Alternative arrangements (Plan B) should be included in the planning process where appropriate.*

All staff and volunteers should view the risk assessment and sign and date to confirm that they have seen all risk assessments for the visit.

Example risk assessments can be found on the school shared drive and on EVOLVE.

### Ratio to pupils to adults

The number of adults accompanying a visit will to a large extent depend on the specifics of the visit and other than in EYFS there are no pre-prescribed ratios. However, the legal requirement of 'effective supervision' must be met. Recommended ratio's are as follows:

- Foundation Stage a ratio of 1:4 (1 adult to 4 children)
- Years 1 to 3 a ratio of 1:6 (1 adult to 6 children)
- Years 4 to 6 a ratio of 1:10 - 15 (1 adult to 10 - 15 children)

Regular head counts should be undertaken as appropriate i.e. when leaving venues, boarding transport or moving from one site to another.

### Smoking

Smoking on school trips is not permitted unless there continues to be sufficient staffing ratio in the staff member's absence (see Trip policy for ratios). If doing so, staff must only smoke in designated areas – this **must also be away from the children**.

### Volunteers

Staff must use volunteers who have gone through the schools safeguarding procedures, a list of which is available in the school office and who ideally also have a DBS check in place. **All volunteers who may be the sole adult accompanying a group at any point**

**during a visit require a current DBS check.** All volunteers should know what their role is and understand that they have a responsibility to ensure they carry out that role.

Volunteers must adhere to the Code of Conduct found in Appendix A.

When volunteers are supervising groups they should:

- Never supervise more than 10 children.
- Never be in a situation remote from the support of the leaders or other appropriate members of staff.

### **Records, Consent and Communication**

Parents are always made aware of when their children are leaving the school premises. If parents exercise the right to refuse to allow their child to participate in visit alternative arrangements will be made to provide the child with relevant work within the school. If the child is leaving the school and returning to the school during normal school hours on a trip which does not require transport then parents will be informed in advance. (A general permission letter will be sought at the beginning of the academic year).

A trip involving transportation or one that means the children may arrive home after the end of the school day will be preceded by a letter requesting parental consent. The letter will detail the purpose of the visit, the location of the visit, the voluntary contribution required to run the trip, and the time when the children will leave and return to school.

A copy of the trip pack which records the details of the trip, those going, risk assessments and contact numbers for staff leading the trip must be left with the office and uploaded to EVOLVE.

Any letters/communication regarding a trip or visit must be sent out via the school office.

### **GDPR**

All necessary personal information in regard to pupils or staff that is taken on a visit will be accounted for and destroyed on return to school at the conclusion of the visit by the visit leaders.

### **Transport**

Transport for visits will be booked via the school office using reputable companies who have confirmed that they are fully insured and licensed, their drivers have been DBS checked and vehicles are in roadworthy condition.

### **First Aid and Medical Consent**

First aid boxes will be available during the course of an off-site activity. First aid kits should be checked and update the boxes as required prior to the visit. A trained first aider will accompany a visit where practicable. Any medications required such as inhalers and epipens should be taken on the visit and clearly labelled with the child's name. Consent will be sought for the administration of any required medicines during the course of a visit or residential visit.

### **Insurance**

Outwoods Edge Primary Academy is insured for any legal liability arising from claims for damages resulting from injury to young people caused by the negligence of the Academy, its employee's or officially authorised adults carrying out their statutory duties. This cover extends to organised outdoor visits at home or anywhere in the World. There is no cover for personal accidents to young people involved in organised visits and so there is no provision for automatic compensation. The Academy's cover does not extend to the use of private vehicles to transport young persons. Individual vehicle owners must ensure that they are properly insured themselves on such occasions when they are transporting young people. Parental consent should also be obtained.

### **Emergency Procedures**

In the case of an emergency, after any emergency service assistance has been sought and the rest of the party been accounted for and made safe, the party leader or assistant party leader will contact the school immediately or the Home Based Contact (HBC).

Support will be offered to the group. The Head or HBC will then decide whether to contact the **Major Incident Line**. Staff should only contact Major Incident Line directly if the Head or HBC cannot be contacted. Media enquiries should be handled by the school or through the Crisis Line.

Pager 07659 170195

Mobile 07786 198283

It is good practice for all staff going on a trip to be aware of emergency procedures and have access to relevant contact numbers.

### **Discipline**

In order to ensure appropriate behaviour during the trip, children will be made aware of the standards of behaviour expected of them. Children who do not meet these standards will be dealt with in accordance with the Outwoods Edge Behaviour Policy.

All adventurous activities will be organised and run by trained instructors. School staff will be present to provide a supervisory role.

### **Inclusion**

Outwoods Edge will make all reasonable efforts to include all pupils in offsite activities. Discussions with the parents of children with medical or special educational needs will establish whether these needs can be met during an offsite visit and decisions will be made accordingly by the Headteacher.

### **Licensing**

The Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed.

### **Voluntary Contribution**

Please refer to the schools Charging and Remissions Policy. All costs must be approved by the School Business Manager or the Headteacher.

### **Further reading:**

<http://oeapng.info/>

August 2022

## Appendix A: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to a member of school staff at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree not to:

- Exchange contact details with pupils
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils unless using school equipment

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: