



**St James's Cof E
Primary School**

Let Your Light Shine

Educational Visits Policy

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Ratified by: L.Salton-Mclaughlin

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Written by Miss Mason

Vision

We believe that every child is made in the image of God; inherently valuable and unique. Jesus is the light of the world and God has placed the light of the Holy Spirit within each of us:

Let your light shine to reach your God-given potential.

Let your light shine courageously.

Let your light shine as a beacon of hope.

Let your light shine ~ be the best we can be!

1. Introduction

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance and improve attainment, and so form a key part of what makes St James's School a supportive and effective learning environment. Every class will aim to participate in one visit each term. The benefit to children taking part in visits and learning outside the classroom include but are not limited to:

- Improvements in their ability to cope with change;
- Increased critical curiosity and resilience;
- Opportunities for creativity, developing learning relationships and practising strategic awareness;
- Enhanced opportunities for the 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence;
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging children to become more risk aware as opposed to risk averse;
- Possibilities for genuine team working including enhanced communication skills;
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments;
- Improved awareness and knowledge of the importance and practices of sustainability;
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at St James's CE (VA) School is to ensure that **all visits are Safe, Educational and Enjoyable!**

This Policy applies to:

Any visit that leaves the school premises, whether it is part of the curriculum during school time or outside the normal school day (including residential visits).

2. Statement of intent

St. James's CE Primary School takes the health and wellbeing of our staff and pupils seriously. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the health and safety of our employees, as well as our pupils.

We also use OEAP National Guidance, which can be found following this link:

<http://oeapng.info/>

Where guidance and school policy differ, staff should follow the school policy and clarification sought from the Educational Visits Coordinator (EVC) or management.

3. **Types of Visits and Approval**

There are three types of visits:

- Local Visits outside the school grounds that are walking distance. Teachers will use the 'Local Area visits' section of Evolve to plan and upload risk assessments and these will be approved by the Educational Visits Co-ordinator (EVC) (e.g. walks around the Kingsway, to St James's Church etc.)
- Other non-residential visits within the UK that do not involve adventurous activity, e.g visits to museums, farms, theatres etc. These are all entered on Evolve by the Visit leader and submitted to the Educational Visits Co-ordinator (EVC) and finally the Headteacher for authorisation.
- Visits that are residential or involve an adventurous activity must follow the Evolve procedures and are submitted firstly to the EVC and Headteacher for approval who will then forward this to the Local Authority for approval.

Parental consent is obtained for all off-site educational visits and activities

4. **Roles and Responsibilities**

The Local Authority:

- St James's School will adhere to the guidance issued by the Local Authority;
- Via the Evolve system, the Local Authority will give approval for all residential visits or any visits that involve an adventurous activity.

Governors will ensure:

- The school policy relating to Educational Visits is in place and complies with the relevant regulations and guidelines;
- The policy is monitored and updated as necessary;
- Approve the Educational Visits Policy;
- Decide which visits and activities they need to be informed of in advance;
- Approve visits that are not walking distance from the school.

In the absence of being able to wait until the next Full Governing Body meeting, the Headteacher will give approval and will inform the Chair of Governors accordingly.

The Headteacher will ensure:

- A school policy for educational visits is in place, monitored and updated as necessary;
- All educational visits comply with any standards and guidelines from Dudley Council for educational visits and activities;
- Suitable and sufficient risk assessments are in place and are retained for inspection where required;
- Arrangements are in place for the governing body to be made aware of visits in advance so that questions can be asked as necessary and visits,

that are not in walking distance of the school, can be authorised by the Chair of Governors;

- All educational visits are recorded on the Dudley Council's Evolve system and approved by the Headteacher;
- There is a designated, competent Educational Visits Co-ordinator and effective liaison takes place between all those involved in the process of organising a visit;
- Suitable supervision arrangements are in place, staff are competent to carry out the responsibilities they are allocated and appropriate training is provided as required;
- Suitable child protection procedures are in place, including vetting at an appropriate level for all staff and voluntary helpers as required by current legislation and best practice;
- There are appropriate emergency and business continuity response arrangements in place that takes account of educational visits and any learning outside of the classroom;
- An effective accident, incident and near miss reporting system is in place;
- An effective system for monitoring visits is in place to ensure there is compliance with the policy and that high-quality educational opportunities are delivered;
- Records are kept of all educational visits and activities which take place in line with the Dudley Council's Records Retention Policy.

The Educational Visits Co-ordinator (EVC) will:

- Check all plans on Evolve before submitting them to the Headteacher;
- Ensure all visits and activities are approved at the appropriate level before they take place;
- Have an overview of what experiences the children have for all visits particularly for those that are not walking distance from school;
- Be available for the first point of advice on visit related matters;
- Set up and manage the staff accounts on Evolve and upload any generic school documents.
- Ensure visit leaders receive appropriate training

The Visit Leader will:

- Seek initial approval from the EVC, Headteacher and, where relevant, from Governors;
- Allocate sufficient time to organise the visit properly and obtain any necessary approval, parental consent or other relevant information;
- Complete planning on Evolve at least **2 week** (for non-hazardous visits) and **8 weeks** (for residential visits) before the visit;
- Use the visit leader checklist (3.3e) on the OEAP to ensure all aspects of preparation are planned for to ensure all children and staff remain safe;
- Ensure the risk assessment process is completed;
- Where necessary, make a preliminary visit;
- Obtain suitable assurances from the provider about visit safety;
- Take overall responsibility for the visit whilst it is underway;
- Ensure suitable supervision arrangements are in place based on risk assessment;
- Share information with all staff involved;
- Notify the school office and enlist support with bookings, transport, emergency contact details and permission slips from parents etc;

- Ensure adequate first aid provision is available;
- Be responsible for ensuring any medical and disability needs are catered for and, if appropriate, create separate individual Risk Assessments;
- Complete the register before leaving the school site or leave a copy of the class attendance list in the school office;
- Be aware of parental consents for photographs and videos;
- Lead a pre-visit meeting where all adults attending the trip are able to review the itinerary, read all risk assessments and ask any questions. At the meeting all adults accompanying children on the visit should sign to say they have read, understood and agree to adhere to the risk assessment
- During the visit lead any dynamic risk assessment required
- Complete and Emergency Procedures Action Plan form and ensure all staff on the trip have a copy.
- Complete the evaluation, on Evolve, after the visit.

Other Staff and Volunteers will:

- Ensure they have read and understood the risk assessments and are fully aware of the itinerary;
- Make themselves aware of any duties they have been delegated to support the Visit Leader;
- Ensure any unforeseen hazards or risks identified once the visit has commenced are quickly brought to the attention of the Visit Leader;
- Give feedback to enable a full review of the visit.

School Business/Office Manager and Finance manager will:

- Ensure the school has appropriate insurance cover for all Educational Visits;
- Ensure the Educational Visit adheres to the charging policy as agreed by the Governors;
- Allocate office support to help the Visit Leader gather all the relevant contact details, consent forms etc;
- Liaise with the Educational Visits Co-ordinator and share any concerns during the planning stage of the visit. Assist with evaluations for costs and the impact on the School Budget.

Pupils should:

- Follow the instructions of the Visit Leader and other adults at all times during the visit;
- Inform the Visit Leader or other adult of anything they feel may harm them or others;
- Be sensitive to any local codes and customs.

Parents/Carers should:

- Understand the nature of their child's visit including the types of activity, venue, costs and other arrangements;
- Attend meetings to clarify visit and activity details, particularly for residential visits;
- Provide emergency contact details, relevant medical details and written consent for the child to take part in the visit.

5. Procedural Requirements

See Appendix A for procedure overview

Approval and Visit Notification:

- Dudley Council's Evolve System is used for logging all Educational Visits;
- We ensure that educational visits and activities are notified, recorded and approved in accordance with these standards and in accordance with specified timescales. Visits that require LA approval should be submitted no less than 4 weeks before the visit departure date.
- Dudley Council's online educational visits system is used for notification, recording and approval of day visits.

Supervision

- Effective and appropriate supervision is in place for all educational visits and activities. Such supervision is provided by experienced and competent teachers and when necessary supported by other adults (volunteers)
- Ratio of adult to pupils:
Preschool Ratio 1 adult to 2 pupils
Reception: Ratio 1 adult to 3-5 pupils
Years 1 to 3: Ratio 1 adult to 6-10 pupils
Years 4 to 6: Ratio 1 adult to 10-15 pupils

The nature of supervision, the size of party and the teacher and adult/pupil ratios will be dictated by the age and experience of the children, the competence of staff, the nature of the activities, and the venue. It is important to ensure that there are sufficient competent staff to deal with an incident. In an emergency, safe and efficient action may be necessary with one or more children whilst adequate supervision is maintained for the rest of the group.

Duty of Care

We fully understand that the duty of care we owe to children in our care during educational visits and activities cannot be delegated to others, even if we have commissioned services to be provided on our behalf.

First Aid

- First Aid provision is considered when assessing the risks of the visit;
- At least one member of staff on the visit will have a Basic First Aid training qualification;
- First Aid boxes are provided for employees and pupils taking part in educational visits and activities;
- Staff are aware of individual medical needs and medication required.

Transport

Transport arrangements are an essential part of school visits or trips. A list of approved coach companies provide most of the local off-site road transport services, however, staff transport may be used as long as appropriate 'Business Use' insurance is in place and parent consent is obtained.

Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits.

Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact. Any volunteers who accompany any visit or activity will be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to St James's safeguarding policy.
- We comply with our safeguarding and child protection policies and procedures and ensure that employees are aware of, and comply with, the guidance.

Mobile Phones and Social Network

- Under no circumstances should an adult use their mobile phone to take photographs to upload on social media such as 'Facebook' or 'Twitter' and instant messaging;
- Arrangements will be planned beforehand as to who is taking photographs and who is uploading on to Twitter to inform parents. The Visit Leader will follow the e-safety protocols and will ensure all permission has been obtained from parents;
- Photographs will only be taken using school cameras/i-pads. Once back at school, photographs will be saved onto the school network and then deleted from any portable device.

6. Monitoring

- The monitoring responsibilities are listed in the roles and responsibilities sections above
- Senior leaders and governors will take part in visits

7. Training

- Visit leaders and the EVC take part in training every three years. Staff also receive updates and reviews where necessary.

8. Assessing Venues and Providers

Where the visit involves certain adventure activities within scope of the Adventure Activities Licensing Regulations, the provider is required by law to hold a licence from the Adventure Activities Licensing Authority (AALA)

Where possible staff will conduct a preliminary visit. This may not always be necessary for example if the visit leader has led a visit at the venue before or the venue holds a LOTC Quality Badge

Staff will ask venues and providers for any information specifically aimed at helping visit leaders to manage their visit.

9. Volunteers

- Volunteers attending a residential trip have to have an enhanced DBS check and form part of the risk assessment procedures.
- Before a trip all volunteers have to sign to say they have read, understood and agreed to follow the risk assessment.
- Volunteers cannot act as visit leaders.
- Volunteers are supervised by members of staff at all times on trips

10. Emergency Procedures and Incident Reporting

- All adults on a trip carry a trip specific Emergency Procedures Action Plan.
- Any accidents, incidents or near misses that occur during an educational visit or activity are reported in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 and in compliance with the Council's Accident and Incident Protocols. In these circumstances, all paperwork must be kept until the child is 21 years old;
- The Headteacher (or Deputy) must be notified immediately of any accidents that result in a child or a member of staff having to go to hospital. Upon receipt of any calls to the school, the Headteacher will inform the Health & Safety Team at Dudley Council.

11. Behaviour

If behaviour a child on an educational visit:

- places themselves or others at risk; or
- does not meet the standards expected at school or outlined by a provider or venue,

children will need to be collected immediately by a parent/carer (this includes residential visit)

If the behaviour of a child before a visit indicates that whilst on the visit they may put themselves or others at risk, then the child will not be able to take part in the visit and will remain in school.

12. Inclusion

The Equality Act 2010 defines several protected characteristics: disability; gender reassignment; pregnancy and being on maternity leave; race; religion or belief; sex; sexual orientation. It is illegal to discriminate against someone because of these characteristics, and an employer or establishment must make reasonable adjustments to its facilities or services to include them.

Outdoor learning and off-site visits should be available and accessible to all, irrespective of any special educational or medical needs or protected characteristics.

At St James's we ensure:

- an entitlement to participate;
- accessibility through adaptation or modification, including the provision of auxiliary aids and services;

- integration through participation with peers.

When we plan a visit or activity for a group, we take reasonably practicable measures to include every member of the group. We make reasonable efforts to find a venue and activities that are suitable and accessible, and to make arrangements that enable the whole group to participate fully and to gain the benefits.

13. Insurance

At St James's we have adequate insurance to cover our educational visits

14. Finance

Please see the Charging & Remissions Policy for information on charging for Educational Visits.

15. Data Protection

Processing of personal data, which is defined below, must comply with the Data Protection Act 2018 (DPA) which includes the General Data Protection Regulation (GDPR). 'Processing' covers a wide range of operations on data including collecting, recording, storing, adapting, retrieving, consulting, using, disclosing and deleting.

Personal data is data that includes information from which an individual can be identified, such as their name or a recognisable photograph. Records that are commonly used for managing visits and which could hold personal data include:

- Parental consent forms;
- Emergency contact details;
- Medical and dietary information;
- Information about individuals' behaviour, attitude, etc.;
- Care plans;
- Photographs in which individuals can be identified;
- Group summary sheets.

You must not process personal data unless you have a legal basis for doing so. Valid legal grounds for using an individual's personal data include:

- They (or their parent if they are under 18) have given their consent, based on the establishment's privacy policy;
- They (or their parent) have contracted to allow their data to be used (the contract must be compliant with the DPA);
- You need to use the data to protect someone's life.

Personal data:

- Must be stored securely;
- Must be kept only if there is a clear reason for keeping it;
- Must not be kept for longer than is strictly necessary;
- Must be accurate and up to date.

Appendix A - Trips and visit procedure

Throughout the steps outlined below Visit leaders need to use the Visit leader checklist from the OEAP		
Step	Time frame	Detail
Book provider/ venue and coach and add date to staff calendar and trip booking log in Important documents on the Tdrive.	Term before trip (Residentials a year before trip)	Curriculum trips and visits from Preschool to Year 6 are mapped out on an overview document. If this needs to be adapted year group staff need to speak to the EVC at the beginning of the term prior to the trip.
Preliminary visit by staff	Before completing the risk assessment	This may not be required if the visit leader or deputy leader are familiar with the provider venue
Pre-visit for selected pupils	1 month before the trip	For some pupils a pre-visit with a parent/carer may be required to support the visit e.g. a child with ASD
Staffing for trip	1 Month before trip	Visit leader needs to discuss any staffing problems or ratio queries with EVC
Submit 1:1 risk assessments to HS	1 month before trip	Be ready to act on feedback, adapt and resubmit if required. Once approved parents/ carers and a member of SLT need to sign a copy.
Send out consent forms to parents Ask EB at the same time to set up payment on School Spider	At least 1 month before trip Where a payment schedule is needed give as much notice as possible	Liaise with finance lead EB about payment schedules
Submit Risk assessment on Evolve with 1:1 risk assessments that have been approved by HS and signed by parents and SLT	Day trips – two weeks before visit Residentials two months before trip	The visit leader may then receive actions via email from the EVC and changes need to be made by the Visit leader before resubmitting
Visit leaders need to hold a pre-visit meeting for all adults attending the visit	During the week on the trip	Visit leader to share all risk assessments, share the Emergency Procedure Action Plan and discuss itinerary and ask all adults to sign to say they have read, understood and agree to follow the risk assessments. The above process needs to be repeated with any adult/ volunteer who is unable to attend the meeting, before the trip.
Ensure all staff planned to accompany trip are present. Ensure register of pupils off site is received by office and that all resources and medication needed are taken	Day of trip	All staff of trip to have a copy of the Emergency Procedure Action Plan
The visit leader and other adults need to complete dynamic risk assessments if required	During the trip	There may be unforeseen hazards or unavoidable changes to the planned itinerary which require dynamic risk assessments.
Complete evaluation including the views of other adults on the trip and the pupils' voice	Submit by two weeks after the trip	Evolve will email the visit leader an evaluation once the trip has taken place

