



Barmby Moor and Garton on the Wolds CE Primary School

Tolerant, Caring and Understanding

Sharing, caring, forgiving and being kind

Our School Vision is to work as a community within the school's Christian ethos. We learn about world faiths alongside our Christian Values to work towards creating an Outstanding school where all can flourish. Through the provision of a broad and balanced curriculum we encourage every

child to develop lively, creative and enquiring minds enabling them to become confident individuals who reach their full potential and succeed in Modern Britain.

Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip each child to "I have come that they may have life, and have it to the full" (The Gospel of John – Chapter 10, verse 10).

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- consistently high standards of teaching
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- excellent leadership and governance
- encouraging a love of learning by participating in experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all
- a partnership of pupils, teachers, parents, governors and the local community
- Targets are challenging and achievable.

Our Values

Our Values are at the heart of our school vision and are illustrated in the Cross and shared with children on a regular basis, in Collective Worship and reinforced through our teaching and every day school life.

We established these in collaboration within our school community.

Our values can be said to be 'Human Values' and inclusive for all. As a Church of England school, however, we have rooted these Values in our Christian beliefs and in stories from the Bible making it particularly memorable for children.

Educational/Offsite Visits Policy Statement

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school's headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- ***Visits to our local church***
- ***Walks around the local village and to the nearby town of Pocklington***
- ***Visits to local museums and theatres in York and Hull***
- ***Residential visits occur annually on an alternate cycle – outdoor and adventurous visits and a cultural experience***

Compliance

The school's policy is to comply with the LA's "Guidance for the Management and Leadership of Offsite Visits". The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- ***Health, Safety and Welfare policy statement***
- ***Charging policy***
- ***Safeguard/Child Protection***
- ***Equal Opportunities/Inclusion/SEND***

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA's "Guidance for the Management and Leadership of Offsite Visits" are accessible via the LA Educational Visits webpage <http://www.eriding.net/all-ages/educational-visits/> and also online via EVOLVE, an online system for recording and approving visits.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher has overall responsibility for all the school's educational visits.

If the Headteacher is absent or unavailable, the Assistant Headteachers will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Jennifer Marsden. The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and the Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by the school office. This role involves sending out parent letters, obtaining medical details and consent forms.

The Governing Body representative who is responsible for overseeing educational visits is Shaun Williamson (Chair of Governors) at Barmby Moor and Richard Hounsfield (Chair of Governors) at Garton on the Wolds.

The LA Educational Visits Officer is Mr Taff Bowles (tel 01482 392417 e. taff.bowles@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by **the Admin team** and stored **in the school office on computer files**.

The school ensures the following training opportunities with regard to educational visits are made available:

- ***Training for Headteachers through the Local Authority CPD***
- ***Training for EVC (including update courses every 3 years) through the LA CPD***
- ***Training for Visit Organisers and Group Leaders via the EVC at staff meetings each term***

- **Training for NQTs through the Benjamin Curtis NQT training courses**
- **New staff by the EVC**
- **Training for TAs/volunteers by the EVC each autumn term.**

Monitoring

To assure quality of standards on educational visits...

- ***the school's Headteacher and/or the EVC will normally accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.***
- ***Records of these monitoring visits are stored in the Evolve file.***
- ***The school's Headteacher/EVC will complete the Manager Review (an audit of the school's educational visits policies and procedures that is accessible online via www.eriding.net/educationalvisits) and share the findings with the Governors and the LA Educational Visits Officer. This will normally be completed at least every 3 years or whenever a new Headteacher is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC, Headteacher, Chair of Governors.***

The following should be read in conjunction with the corresponding chapters in the LA "Guidance for the Management and Leadership of Offsite Visits", and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

- ***LA Day Visits form (to be collected from the EVC)***

Category 1 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 1 visits should be submitted for approval:

- ***at the beginning of the academic year to obtain "blanket approval" for the year***

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

- ***EVOLVE***

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

- ***In addition, the Governing Body are informed each term of visits that will take/have taken place***

Category 2 visits should be submitted for approval:

- ***at least 2 weeks in advance of the first of a series of visits.***

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using EVOLVE Online

Category 3 visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally – by the LA Educational Visits Officer

Category 3 visits should be submitted for approval:

- ***at least 6 weeks in advance of the visit.***

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE Online

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally – by the LA Educational Visits Officer

Category 4 visits should be submitted for approval:

- ***least 6 weeks in advance of the visit***

For visits with significant financial commitment, initial "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they MUST be given an additional subcategory "A" classification:

Sub Category "A" – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be recorded using EVOLVE Online. All Sub Category "A" visits should be checked and approved:

Internally - by the Headteacher (with EVC support), and

Externally – by the LA Educational Visits Officer

All Sub Category "A" visits should be submitted for approval:

- ***at least 6 weeks in advance of the visit***

For visits with significant financial commitment, initial "Outline Approval" should be obtained before firm bookings are made. All staff who lead visits are required to ***input their own information and assurances on EVOLVE Online*** All staff who organise and lead visits are ***required to have their own EVOLVE username and password*** Staff can request their own EVOLVE username/passwords by ***contacting the school office***

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the insurers.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- ***Children would only be excluded from a visit if after a risk assessment has been carried out and consultation with the Local Authority Educational Visits Officer and it is concluded that their behavior might put other pupils, themselves or/and staff at risk***
- ***All pupils will be included regardless of financial or SEND needs unless a risk assessment showed that it would be detrimental to their or/and others health and safety***
- ***Pupils related to staff may be included on a visit, however the overall leadership of the visit would not be by that member of staff***
- ***An accurate up to date list of participants will be left with the school office. The school office holds all contact details.***

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

Any specific levels of competence/experience required by the school:

- ***Deputy Leaders should have been Assistant Leaders on several previous visits***
- ***Overall Group Leaders should preferably have been an Assistant on several previous visits, and ideally been a Deputy Leader on at least 1 of those visits***

Headteachers might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

- ***Overseas and residential visits will usually include the Headteacher or senior member of staff as the group leader.***

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

Deputy leaders will have been involved in training from the LA.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

- ***All adults involved in school visits will have appropriate DBS checks and school staff will have completed first aid and safeguarding training. There will always be at least one member of staff on a visit who is first trained.***

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

All visits will follow the LA suggestions for staffing ratios and include at least two members of staff. Where possible, there will be a male and female member of staff on residential visits. Adventurous / high risk activities will be led by external providers and supported by school staff.

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Service Provider Enquiry Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

School specific policy regarding:

Where possible, staff will pre-visit accommodation and venues to be visited – this is encouraged. All residential visits will have separate male / female accommodation and separate staff accommodation. Inspection visits will be completed to new venues.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on EVOLVE, and approved by the EVC, Headteacher, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- ***on the EVOLVE online database***

- **and additional hard copies of information in the Educational Visits file**

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

School specific policy regarding:

All visit leaders should receive educational visit training every three years and refresher updates via the EVC in staff meetings termly.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards. The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers) before the visit takes place. Appropriate written evidence of this process should be provided. The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessments and a blank specific visit form are available via EVOLVE Online.

School specific policy/procedures e.g.

- **all relevant generic risk assessment forms are reviewed, amended, and agreed by all relevant staff (within each department/as whole staff team?) at the start of each academic year and - if required - for new types of visits that are planned later in the year. If amendments to these forms are deemed necessary at any time (for example, following lessons learned from an incident or following suggestions of improved control measures), then these generic forms will be amended and agreed accordingly**
- **these generic forms are stored in a clearly marked file (labelled as Evolve in the Headteacher's office), and staff are encouraged to refer to these before each visit, especially if unsure about agreed practice or before undertaking visits that they are less familiar with.**
- **new leaders/volunteers are asked to read all relevant forms and add their signed agreement before assisting with the leadership of a visit.**
- **an additional specific visit risk assessment is normally completed by the visit leaders for each visit to record and share additional information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit. If there are no issues to add beyond those mentioned on the generic forms, this fact should still be recorded as evidence that due consideration has been given. The specific visit risk assessment should also normally state which generic forms are relevant and have been referred to, and a note should be added if any control measures agreed previously on the generic risk assessment forms are not considered applicable or will not be complied with for that visit.**
- **completed assessments are spot checked/approved by the school EVC**

10. Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

School specific arrangements:

- **The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place in September. The Council also provide additional travel insurance for visits abroad, if required – contact the Council's Insurance team (01482 394195).**

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;

- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute (see Charging Policy).

Charging arrangements (for more details see school Charging Policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only. For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:

- any activity undertaken as part of the National Curriculum , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Where it is not permissible to charge parents, any subsidy will come from:

- ***school funds, voluntary fund raising and voluntary parental contributions***

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school Charging Policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute. The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

11. Overseas visits

All overseas visits (Category 4) require Local Authority approval as well as School inhouse approval. Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant authorities, before parents or the school make commitments. It is good practice, wherever possible, for the Visit Organiser to make an exploratory visit to a location. If this is not reasonably practicable, then the Visit Organiser should gather sufficient appropriate information and assurances (via website/teacher pack) about the location and facilities. The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital. The Overall Group Leader must ensure that the party is covered by comprehensive insurance that covers all travel and all planned activities. It is recommended that pupils carry a note in the relevant foreign language in case they get lost to help re-unite them with the group. For exchange visits, appropriate safeguarding/child protection checks should be made on the host families, whether in the UK or abroad. New organisers of ski visits, overseas expeditions, or other complex overseas visits should obtain specific training and guidance from the LA before organising a visit.

School specific policy regarding overseas visits, in particular:

- ***all residential will have governing body approval and LA approval via Evolve***
- ***inspection visits will be carried out where possible, as we repeat visits on a two yearly cycle most residential visits will have been inspected within the last two years***
- ***Leaders and deputy leaders of residentials will have previously supported on a similar residential***
- ***All visits will ensure there is always one member of staff free to travel with a pupil in an emergency without compromising the safety of the group***
- ***School Business Managers at Barmby & Garton will support in the case of an emergency***
- ***Insurance or repatriation issues***

- ***overseas expeditions will be led by staff who have previously led similar visits and all RAs will be checked by the LA***

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", Visits Guidance (see chapter 12), and generic risk assessments that give detailed recommendations for all standard forms of transport.

School specific policy regarding transport arrangements, in particular:

- ***use of generic risk assessments will be completed at the start of each year and kept in the Evolve folder which is kept in the Headteacher's office.***
- ***coach/bus/minibus/taxi hire will follow LA guidance and where possible use LA approved companies, where a company is not on this list, an EV3 form will be requested.***
- ***staff will carry: first aid kits and mobile phones in case of emergency and children will be supervised by staff sitting throughout the vehicle***
- ***emergency arrangements – e.g. vehicle breakdown accident on motorway – staff will evacuate the vehicle if safe to do so and follow guidance from emergency staff***
- ***use of seat belts is compulsory during all journeys, staff will check pupils seat belts prior to departure***
- ***use of booster seats will be considered for pupils who fall below the height required if travelling in a taxi or mini-bus***
- ***drop off arrangements will be agreed with the driver and collection agreed with parents before departure***

The school hires coaches/buses from:

- ***Companies whose safety management systems and operating procedures have been checked and assessed as suitable using the "Coach/minibus hire company enquiry EV3 form"***

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- ***sit in various locations, spread throughout the coach***
- ***Children will not be sat near emergency exits***
- ***carry a first aid kit and a mobile phone – details of this number will be left with the school office***

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc. business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver Validation form)

For visits that require the use of parents' or volunteers' cars. Drivers must:

- be assessed as competent and suitable by the headteacher/manager (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be part of a recorded pool of drivers who have been assessed and approved (including child protection/safeguarding checks, if appropriate).

For visits involving the use of the students' own cars (if applicable):

Any private arrangements between pupils are not covered by school control.

For visits involving the use of minibuses (if applicable):

The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers are required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

13. Parent/Guardian information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the visit leader and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from **the LA’s “Guidance for the Management and Leadership of Offsite Visits** Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

School specific policy regarding parent information and consent, in particular:

- ***Parents will be informed by - parent consent letters in the first instance, newsletter, website updates, school newsletter***
- ***informing parents – prior to a residential there will be an initial ‘launch’ meeting to give an overview of the proposed visit and cost, followed by a more detailed information evening nearer to the date of departure (within 6 weeks)***
- ***parental consent – there will be blanket consent sought for regular visits within the village, each day visit will have a parental consent letter and residential visits will use the LA consent and medical consent forms***
- ***gathering up to date information regarding special/medical needs is managed by the School Business Managers and this is sought prior to a residential visit using the LA forms***
- ***informing staff of medical/special needs - data protection these forms will be kept with the visit leader whilst on the visit in case of emergency then passed to the school office to be shredded / stored***
- ***parental consent – medication inc. use of plasters and off-the-shelf medication consent will be gathered prior to residential visits using the LA medical forms***
- ***obtaining up to date parent contact details is managed by the school office***
- ***informing parents of late returns to school or incidents on visits will be the responsibility of the visit leader and via communication with the School Business Managers***

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored **in the school staff room**. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

School specific policy regarding staff briefing and emergency arrangements, in particular:

- ***staff roles and responsibilities will be highlighted on all itineraries***
- ***emergency procedures/arrangements will be discussed prior to departure***
- ***emergency home contacts will be carried by the group leader and a copy is held in the school office – access will be available to this during residential visits through the School Business Managers***
- ***personal mobile phone numbers will be shared with staff consent for emergencies during school visits***
- ***mobile phones for pupils will not be permitted***
- ***first aid equipment – managed through the school office***
- ***staff will be expected to behave appropriately and professionally throughout all visits***
- ***staff will dress appropriately for the nature of the visit and within the school code of conduct***

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. "Buddy systems" are an effective means of promoting safety and welfare within the group. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.

School specific policy regarding the briefing and preparation of young people, in particular:

- ***conduct and behaviour***
- ***discipline and consequences of non-compliance***
- ***use of mobile phones***
- ***group safety – group leaders/buddy systems***
- ***special/medical needs – data protection***
- ***personal medication – storage/administration***
- ***required uniform/identifying clothing – e.g. coloured hats/florescent jackets/school uniform***
- ***remote supervision arrangements - training?***
- ***emergency contact arrangements – e.g. ID cards will be used on residential visits***

16. Documentation (and visit records)

The EVOLVE database will store key elements of Category 3,4 and "A" visit details securely and indefinitely. Other visit details are *scanned and stored on the school computer*. Hard copies of other supporting documentation (e.g. risk assessments) are *stored and retained in the school's central Evolve file*. This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school disposes of the paperwork at the end of the academic year. If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are *retained until the young person becomes 21*.

School specific policy regarding documentation and visit records, in particular:

- ***records of visits are stored in the EVOLVE file***
- ***how long records are kept will depend upon if any incident has occurred***
- ***decisions regarding storage/disposal of records are made by the Headteacher through the guidance of the Data Protection Officer.***

17. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using *EVOLVE Online*.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC & Governors - Headteacher/ LA, using EVOLVE online - a hard copy of the Evolve form will be shared with the Chair Of Governors.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC /Headteacher/LA using EVOLVE Online online - a hard copy of the Evolve form will be shared with the Chair Of Governors.

The Visit Organiser must carefully check all visit forms before submitting for approval.

If required, Governor Approval for a visit is given by *the governor with specific responsibility for overseeing educational visits who will be the Chair of Governors*.

The procedure for Governor notification involves:

For high-risk day visits (Cat 1A and 2A) –*A hard copy of the visit form is given to and signed by the Chair of Governor.*

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) –*A hard copy of the visit form is given to and signed by the Chair of Governors*

18. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) – *By signed hard copy (with comments)*

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE Online and sent to the visit organiser after the final decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the final approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online.

If a visit is not authorised or only given “Outline Approval” by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by insurance.

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For low risk day visits (Cat 1 and 2) –***By notifying in writing to EVC and Headteacher***

For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording amendments. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

20. Post visit review and evaluation

It may be helpful for Visit Organisers, on return from a visit, to review the visit with the EVC and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit Organisers should take ***copies of the Accident Incident FORM (AIF) and the Accident Incident Investigation Form(AIIF)***. Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures (***information can be obtained from the LA Safety Services***).

Post-visit reviews and evaluations can be recorded and stored if appropriate ***on EVOLVE using the downloadable form (VGA 20.1)***

Post visit reviews and accident/near misses records are reviewed ***immediately after each visit by the Headteacher and EVC. If appropriate, this will also be shared with the Chair Of Governors.*** Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.

Last updated: January 2019

Date for next review: September 2020