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challenge:  
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excellence**

# **THE DEANES**

## **EDUCATIONAL VISITS POLICY**



## WORKLOAD IMPACT ASSESSMENTCHECKLIST

### *This policy conforms to the following statements:*

- The school has an agreed system to monitor the workload and working hours of teachers and the headteacher.
- The policy complies with and is consistent with the teachers' contractual entitlements.
- The policy and any related procedures were introduced following consultation with the relevant staff.
- The policy and any related procedures include a specific statement regarding workload impact.
- The policy has been piloted/ trialled to enable an assessment of workload impact to be made.
- The impact of the policy and related procedures is that they have not added additional hours of working.
- The policy does not duplicate any other existing policy.
- All policies have been reviewed in order to assess whether any are outdated and unnecessary.
- The school has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.
- Implementation of this policy will not result in any additional meetings/ activities that have not been identified within the school calendar, published and revised in consultation with relevant staff.
- All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens.
- The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.

## ***Educational Visits Policy***

<b>Responsibility for offsite visits (possibly EVC, or deputy head)</b>	<i>DANIELLE GARDINER – EVC</i>
<b>Date Trained</b>	<i>WEDNESDAY 19<sup>TH</sup> OCTOBER 2016</i>

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**Signed by:**

**Chair of Governors:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_

**Date:**

## 1 Introduction

The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any staff member of The Deanes reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)* [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

**2.1** All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

**2.2** All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at The Deanes, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

**3.1** All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

**3.2** For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the Local Authority (LA) e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away;
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

## **4. Gaining approval for a trip**

### **4.1 Governors**

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

- The Governors must approve any visit involving an Overnight stay or Overseas.
- The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.
- The Governors have adopted a charging and remissions policy:

[www.oeapng.info/wp-content/uploads/downloads/2012/04/3.2c-Charges-for-off-site-activity-final-230212-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/3.2c-Charges-for-off-site-activity-final-230212-1.pdf)

### **4.2 The Headteacher or EVC:**

- Is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented;
- Should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see SEN and Disability Act 2001;
- Should ensure the suitability of all staff appointed to the visit;
- Should ensure that the visit leader fully understands his/her responsibilities;
- Should implement effective emergency contact arrangements;
- Should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

## **5 Choosing a provider**

After considering the reasons for the visit, the visit leader should check out the provider.

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf)

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## **6 Parental Consent :**

OEAP National Guidance Document

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf)

## **7 Visits and staffing**

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

[www.oeapng.info/wp-content/uploads/downloads/2013/03/3.3e-Visit-Leader-Check-List-final-010313.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2013/03/3.3e-Visit-Leader-Check-List-final-010313.pdf)

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

## **8 The visit**

### **8.1 On the day**

Leave in the school office:

- an amended list of children present and going on visit;
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A);
- the itinerary for the entire day;
- a copy of the written briefing notes for the escorts;
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken;
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone;
- copies of Emergency / Critical Incident cards to be obtained from the SIMS office.

### **8.2 During the visit**

- Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)
- There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.
- Courtesy to the public must be shown at all times, care taken not to block pathways, etc.
- Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

### **8.3 On return**

**8.3.1** Check all children off the coach and a member of staff must lead the class either into school. If the return is outside school hours, the children will be escorted to an area where they can be collected by a responsible adult and the teacher can check them off, thus ensuring that each child departs with known parent/ carer or appropriate adult.

**8.3.2** If the return is outside school hours, a teacher must remain with uncollected children until all parents have arrived and all children have departed.

## **9 Financing the visit**

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the school's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques should be made payable to The Deanes [unless otherwise specified].

## 10 Insurance

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LA, school or professional association which is pertinent to their own circumstances.

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

### Indemnity

Please see reference to parental Consent : -  
OEAP National Guidance Document

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf)

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## Insurance Provision

Teachers should be aware of the school provision for insurance:

DfE Risk Protection Arrangement Membership. Membership number :URN 143639.

## 11 Transport

Transport should be arranged through the Finance Office which has a list of approved providers. Please also refer to the school's Minibus Policy which provides information on using the school minibus and use of staff cars for transporting pupils.

Also see guidance from OEAP NG -

[www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf)

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf)

## 12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4-1a-Critical-Incident-Management-Employer-final.pdf>

- All leaders must carry the school's 'Critical Incident form' – with Emergency Telephone contacts and action plan should an incident happen. (see Appendix F)
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## 13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head and the Local Governing Body.

**Signed by:**

**Chair of Committee:**

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**Headteacher:**

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**Date:**



## Appendix A

### Visit Leader Checklist

If financial arrangements are needed for my visit, I check with my EVC before committing the school.	
I have met all of my employer's requirements and my establishment's policies relevant to the visit.	
I have the confidence and competence required to lead this visit effectively and this has been confirmed by my Head/manager in line with our employers requirements.	
I have kept my EVC informed at each stage of the planning process.	
I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.	
I have undertaken a preliminary visit if appropriate or required by establishment policy.	
I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.	
I have shared details of 24/7 emergency contacts and emergency arrangements with key staff (if appropriate).	
I have obtained parental consent forms (where required), medical details and contact details and the information from these has been considered in the visit plan, and shared with the leadership team and relevant third party providers.	
I have checked whether insurance arrangements are adequate.	
When a provider is being used I undertake appropriate checks, and ensure that there is a clear contract/agreement in place about what they are responsible for (supervision/activities etc).	
If accompanying adults take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management.	
Child protection issues are addressed including DBS checks and processes where appropriate.	
I have disseminated relevant information to supporting staff.	
There is access to first aid at an appropriate level.	
Relevant information has been provided to parents and young people, and pre-visit information meetings have been arranged where appropriate.	
All aspects of the visit (both during and after the event) are evaluated.	
Staff and other supervisors have been appropriately briefed on the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities, the nature and location of the visit.	
The visit is effectively supervised – staffing ratios meet requirements and good practice.	
Staff and third party providers have access to emergency contact and emergency procedure details.	

## Appendix B

### Educational Visits Coordinator Checklist

I have attended EVC training and keep updated every 3 years (or in accordance with my employers requirements).	
My establishment has a policy for educational visits/outdoor learning (approved by the Governing Body or equivalent).	
I have read and understood my employer's and establishment policy.	
Staff induction and training needs are identified and addressed.	
Visits are formally notified and approved in line with my employer's policy.	
Procedure and responsibility for determining the competence of visit leaders is clear in my establishment.	
All adults, including volunteers, are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check.	
There is appropriate risk management for all visits.	
As EVC, I am kept informed of the planning of visits.	
Where appropriate, all staff and young people are involved in visit planning, including risk benefit assessment.	
There is a "Plan B".	
Preliminary visits take place if required.	
Where a provider is used, appropriate checks are undertaken, and there is a clear contract/agreement in place about what they are responsible for (supervision/activities etc).	
The number and competence of leaders ensure effective supervision.	
Medical, first aid and inclusion issues are addressed.	
There is an establishment emergency response procedure, appropriate to the nature visits undertaken, which is periodically tested.	
Where necessary, there is a designated 24/7 emergency contact, with access to all information and documentation relating to the visit.	
All staff and group members are aware of their roles and responsibilities.	
Parents are appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.	
The visit leader has sufficient funds and an effective means of communication in case of an emergency.	
Visits are reviewed and evaluated.	
Visits are sample monitored.	
Accidents and incidents are reported, learning is shared and RIDDOR requirements are met.	
Procedure and responsibility for determining the competence of visit leaders is clear in my establishment.	
Staff consult me before making financial commitments or entering into contracts for major visits.	

## Appendix C

### Governor Checklist

There is a trained EVC in place who meets employer requirements.	
We are aware of our responsibilities as explained in National Guidance ( <a href="http://www.oeapng.info">www.oeapng.info</a> ) and our establishment policy.	
If we are the legal employers, we are fully aware of all the responsibilities this entails.	
We have had access to training to ensure that we understand the guidance provided.	
Visits are included on our meeting agendas.	
All visits are planned in accordance with our employers and establishment policies.	
We are aware of which visits may require our specific approval or involvement as a “Critical Friend”.	
Suitable and sufficient emergency procedures are in place.	
We are aware that we may be involved in adjudicating parental complaints or dealing with an emergency.	
There are monitoring procedures in place.	
We have clear written policies about charges and remissions for visits and ensure that these meet legal and employer requirements.	

**Appendix D**

**Generic and Site/Person specific risk assessment**

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

ACTIVITY AND ENVIRONMENT:

<b>1. Significant Hazards and Identification of Risks:</b> <i>Those hazards and risks that may result in serious harm or affect several people</i>	<b>2. Control Measures:</b> <i>Controls, including relevant sources of guidance</i>

**Appendix E**

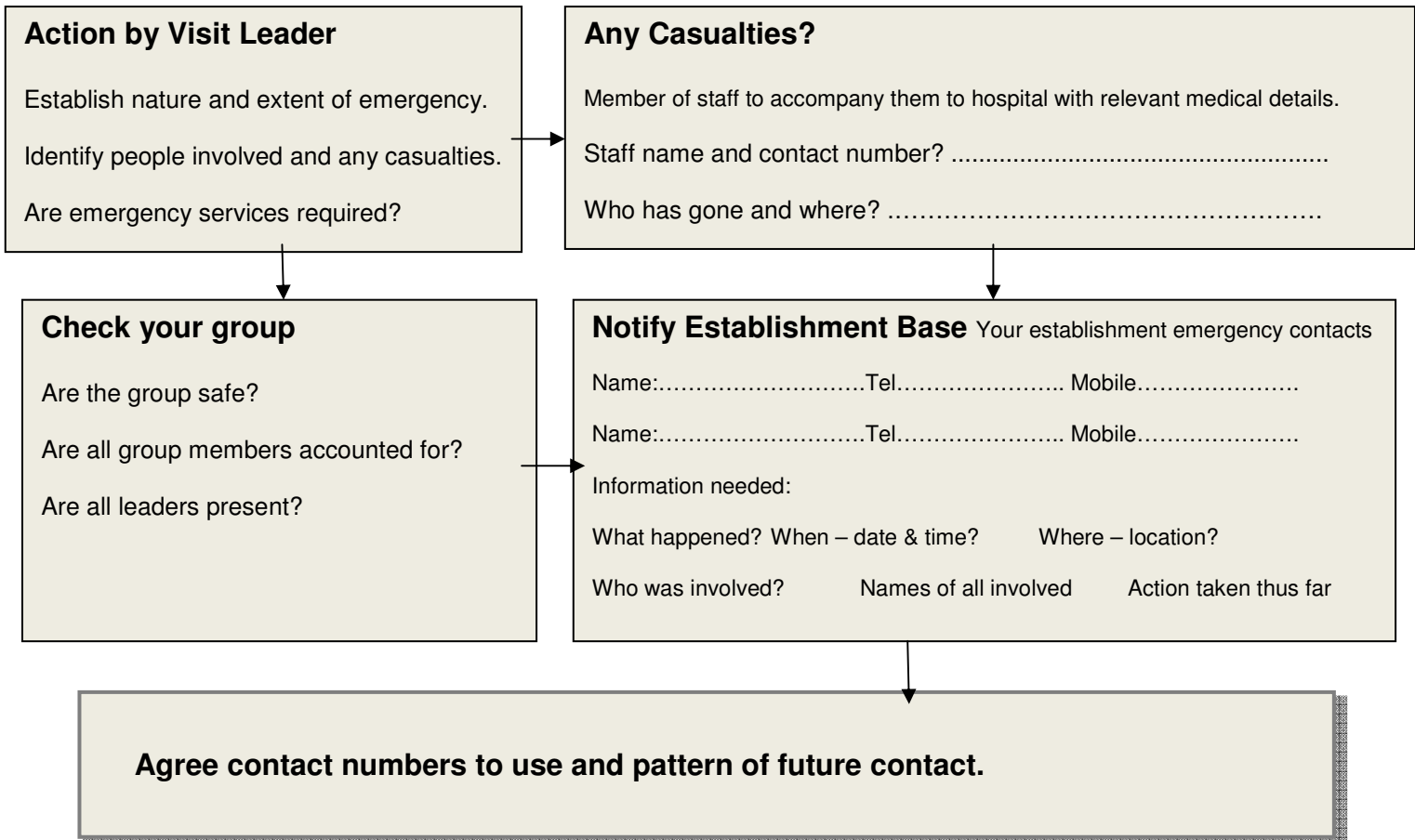
**Risk / Benefit Assessment**

<b>Generic Benefits</b>		<b>Specific Outcomes</b>		
<b>Specific Activity</b>	<b>Possible Problems/Issues</b>	<b>Probable Benefits</b>	<b>Control measures, reasonable and practical steps to avoid or reduce problems/issues</b>	<b>Decision/Comments/Actions</b>

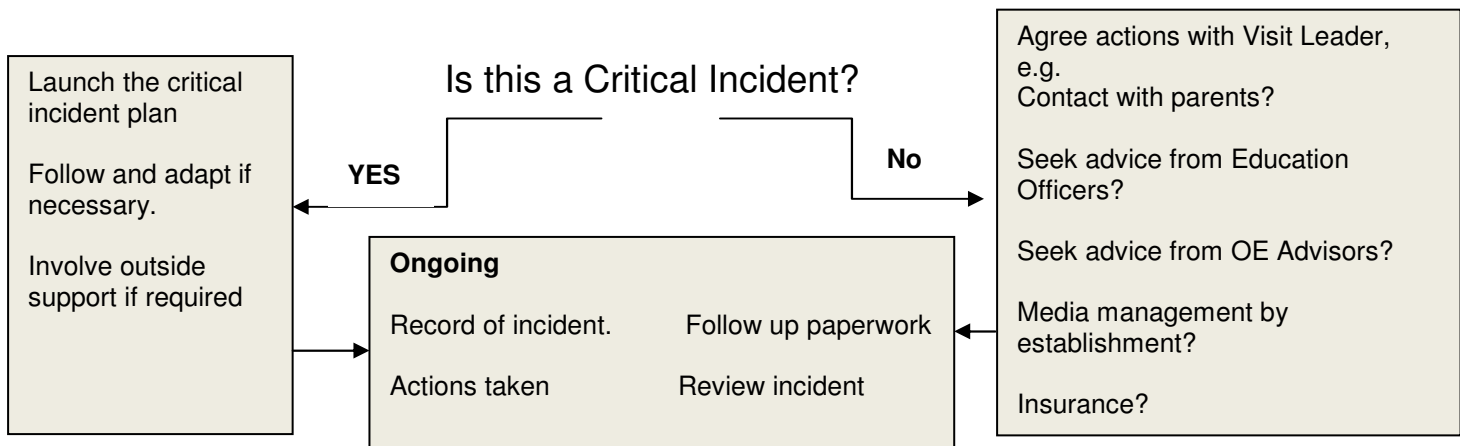
## Appendix F

# EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



## Action by Establishment



**Appendix G**

**The Deanes**  
**Emergency Contact Information**

*To be completed before the visit. Copies to be held by the group leader and school home contact.*

1. **School/group:**..The Deanes.....
2. **Name of group leader:** ..... Mobile Phone No: .....
3. **Visit departure date:** ..... Time:..... Location:.....
4. **Return date:**..... Time: ..... Location: .....
5. **Group:** Total Number: ..... Adults: ..... Group Members: .....
6. **Do you have an emergency contact list for everyone in the Group?** YES/NO  
(If no, obtain one. If yes, attach it to this sheet.)
7. **Emergency contact information:**
  - a) During school hours:  
EVC: ...Danielle Gardiner..... Tel: ...07766823169.....  
Other: ..... Tel: .....
  - b) Out of school hours:  
EVC: ...Danielle Gardiner..... Tel: ...07766823169.....  
Other: ..... Tel: .....
  - c) Travel Company:  
Name/Address: ..... Tel: ..... Fax: .....  
Company Travel Rep: Name: ..... Tel: ..... Fax: .....  
Insurance/Emergency Assistance: ..... Tel: ..... Fax:.....  
Hotel: .....  
Address: .....  
Tel: ..... Fax: .....
  - Hotel Contact (eg Rep/Manager): .....
  - d) Other emergency numbers: .....

**Appendix H**

**SLT Educational Visit Approval Form**

**To Be Completed By Visit Leader & Submitted To D.GARDINER**

**Visit Leader:**

**Proposed Date:**

**Departure Time:**

**Return Time:**

**Destination:**

**Learning Objective(s):**

**Target Audience:**

**Staffing:**

(2 paid cover any other staff will require "buddy cover")

**Interest survey results:**

**Budget:** (Based on a common % of interest results)

**\*\*\*IT IS ESSENTIAL THAT THIS IS WORKED OUT WITH THE FINANCE DEPARTMENT\*\*\***

Cost per student =

Break down.

- Entry
- Coach
- Extra staff ticket /Place
- Other

**Letters To Students:**

**\*\*\*IT IS ESSENTIAL THAT THESE ARE WRITTEN WITH GUIDANCE FROM THE FINANCE DEPARTMENT\*\*\***

.....  
**To be completed by K Hampstead**

**Cover requirements:**

**Curriculum Lessons Missed:**

**Other:**

**Approved =** YES / NO

**Date =**

**Signed =**



## Appendix I

### Sample Visit Letter

Dear Parent / Carer,

Re: *destination and date of visit*

We are pleased to offer your child the opportunity to visit \_\_\_\_\_ on \_\_\_\_\_  
The aim of the visit is to enhance your child's learning in the following ways:

*Insert learning objectives*

We shall be leaving by coach / mini bus/ foot / staff car from The Deanes at \_\_\_\_\_ on \_\_\_\_\_  
and returning at approximately \_\_\_\_\_ on \_\_\_\_\_ (traffic dependent)

Your child will require: *(please delete or add)*

- Warm clothing
- School uniform
- School PE top and causal trousers
- Packed lunch
- Snacks
- Drinks
- Small amount of money
- Sun cream
- Wet weather clothing
- All school stationery
- Any relevant medication

Students will be accountable to a member of staff for the duration of the visit. Students may at some stages of the day be given the opportunity to work independently within the venue, however staff will arrange regular check in points with students.

The cost of the visit will be £ \_\_\_\_\_ per student.

All students are expected to adhere to the school code of conduct for the duration of the visit. The schools behaviour policy will be enforced during the visit. In the case of a serious breach of the code of conduct, or health and safety parents/ carers may be contacted to collect their child from the venue.

Should you need to contact the visit leader in an emergency please phone the school mobile number which will be in the possession of the trip leader. If you are unable to make contact on this number please call the visit contact who will be able to assist you in making contact with the group.

The Deanes School, and this visit are covered by Essex County Council Insurance.  
Please complete the parental consent form below and return to \_\_\_\_\_ no later than \_\_\_\_\_.

Yours Sincerely

Visit Leaders Name  
.....

I give permission for my son/ daughter to take part in  
accompanying letter.

as detailed in the

My contact details in the day are:

Name:

Phone No:

All other contact details and permissions eg paracetamol, medical will be taken from the school database. I agree to my child receiving emergency treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities present

Childs name:..... TG.....

Signed Parent / Carer..... Date.....

## Appendix J

### Flow Diagram for Educational Visits Arrangement

