



Educational Visits Policy

The school adopts the guidance and procedures recommended by the *Oxfordshire Outdoor Learning Service*, which are based on the *National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

All staff involved in the planning and leading of educational visits should be familiar with all sections of these two resources, which can be accessed through <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>. This site provides links to both the national guidance for educational visit co-ordinator and visit leaders and to all the forms for use when planning a visit.

Procedures

1. Staff wishing to plan and undertake a visit (prospective visit leaders) should first read the relevant sections of <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>, undertake a fact-finding visit to the venue (if not been visited recently by the school) and complete the relevant forms (available from the website).
2. The visit leader should plan the transport for the visit in accordance with guidance (see section on **Transport**) below;
3. Prospective visit leaders should then apply verbally to the headteacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted they should submit further details to the headteacher or Educational Visits Co-ordinator (EVC) and receive outline permission to undertake the visit.
4. Outline permission will be granted when all the relevant requirements identified in *the national guidelines* have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
5. Visit leaders should also investigate the need for insurance (see <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>) and if necessary complete and return to necessary forms.
6. When the visit involves additional or high risk activities or foreign travel then details of the visit will also be sent to the County Council Educational Visits Adviser, using **Visit Notification Form** (available on the website) by the headteacher or EVC indicating that all the procedures have been satisfactorily completed.
7. Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning, organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.
8. Visit leaders should also undertake a **Risk Assessment** for the visit, using **the agreed school format**. Any pupils with additional needs or behavioral problems should be considered during the completion of the risk assessment. This form should be signed by the Visit Leader and all other members of staff involved in the visit, and submitted to the EVC for approval and signature before the visit. The details of the risk assessment should be shared with all other adults (volunteers) who may accompany the school on the visit.
9. Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

10. Provide necessary information regarding the visit destination and the transport for parents. All letters regarding educational visits should be approved by the EVC or headteacher. In the case of residential visits, parents should be invited to attend a briefing well in advance of the visit.
11. Obtain necessary information from parents (including contact details and medical details) on and Parental / Guardian consent. It is important that parents agree to the transport method used for the visit, particularly if this involves the use of cars driven by staff.
12. Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the headteacher or EVC.
13. All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Roles and Responsibilities

The **Governing Body** is responsible for:

- Monitoring and evaluating the Educational Visits Policy;
- Approving residential trips;
- Ensuring that the Health and Safety aspects of educational visits are carried out in accordance with the necessary requirements.

The **Headteacher** is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated. At Checkendon School the headteacher is usually the Educational Visits Co-ordinator.

The **Educational Visit Co-ordinator** is a staff member who has received relevant training and induction. The responsibilities are detailed under the national guidelines (<http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>) but include:

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable;
- To receive forms and check all visit details are completed and to ensure the annual record of visits is maintained;
- To check that all requirements for approving a visit, as identified in <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/> have been undertaken;
- To liaise with headteacher (where the headteacher and the EVC are not the same) and grant outline permission for a visit to go ahead;
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken, including the submission of Visit Notification form to the LA, if appropriate;
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities;
- To approve the Risk Assessment;
- To grant final permission for a visit when all organization and planning are complete.

The Visit Leader is in overall charge of the group and remains responsible throughout the visit. The visit leader is also responsible for:

- Ensuring that they have read the relevant sections of <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>, are familiar with the details of the role outlined in the national guidelines and use the 'Visit Leader's Check List' – both accessed from the above website;
- Planning the visit and seeking approval in accordance with the procedure outlined in the **Procedures** section of this policy and with the county and national guidelines;
- Ensuring that parents have provided and received all the necessary information, and that they have the necessary permission from all parents/carers;
- Ensuring that a register of pupils and adults, with contact information and medical needs, is readily available throughout the visit;
- Ensuring that contact details for the school (and headteacher / chair of governors if visit extends out of school hours) are readily available throughout the visit;
- Ensuring that the appropriate first aid equipment and medications for individual pupils (with parental permission slips) are readily available throughout the visit;
- Briefing all accompanying adults and pupils prior to the visit, and during the visit as and when necessary. The briefing should include details of organization, expectations of behaviour, any rules and regulations, health and safety and responsibilities;
- Providing group leaders with details of the pupils in their groups, including relevant additional needs / medication, and appropriate information regarding their responsibilities and tasks;
- Providing the EVC and headteacher (if different) with an evaluation of the visit after the event. This evaluation can be verbal, although the EVC / headteacher may ask for a written evaluation if it is felt that the visit should be discussed in more detail with other staff, parents or Governors.

Other adults accompanying the school on the educational visit are responsible for:

- Ensuring that they have listened to the visit leader briefing;
- Complying with guidance in the school **Health and Safety** and **Behaviour Policy**;
- Carrying out instructions according to the visit leader briefing.

Pupils taking part in educational visits are responsible for:

- Listening to and carrying out the instructions given by the visit leader and other adults on the visit.

Transport

When selecting appropriate transport for the journey, visit leaders should:

- Use coach transport whenever possible, referring to guidelines on <http://www.oxfordshireoutdoorlearningservice.co.uk/cms/> ;
- When using cars ensure that these are only driven by staff who have signed a **Form VDD** (volunteer driver declaration), and that all children use booster seats and seat belts.

Ratios

Pupil:adult ratios should be agreed between the visit leader and the EVC, and take account of:

- OCC and government guidelines (<http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>);
- Guidelines / recommendations / requirements of the centre to be visited;
- Age, maturity, ability, and known behaviour of individual pupils.

Volunteers

Adults accompanying the school on an educational visit should not be left alone with children if they are not in possession of an up-to-date CRB clearance. Risk assessments should include details for managing such volunteers.

First Aid and Medication

When considering parental requests for the administration of medication during the visit, visit leaders should refer to the school **Medication Policy**.

Insurance

It is the responsibility of the visit leader, together with the EVC, to ensure that insurance cover for all visits is adequate.

Emergency Procedures

The risk assessment for the visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the LEA in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide:

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- However, if the incident is very serious (e.g. involves a disabling or life-threatening accident, or a fatality) then the headteacher, deputy or the home contact will inform the designated senior officer of the Education Service and the school will instigate its **Critical Incident Plan**. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

Discipline

Discipline on educational visits is carried out in accordance with the school **Good Behaviour Policy**. All adults involved with the visits should have access to this policy.

Pupils with Special Medical Needs and Educational Needs

It is school policy to include pupils with Special Medical Needs and Educational Needs in educational visits if at all possible. Visit leaders should ensure that they have all the necessary information and support for the child during the visit. Where it is considered that participation in a proposed visit would not be practicable for a particular child, the situation should be discussed with the EVC, Headteacher (if different), parents and governors, before a final decision is reached.

Date of Adoption: May 2017

Date of review:

Signed: _____
Headteacher

Signed: _____
Chair of Governors