



Educational Visits Policy

Whole School Policy, including EYFS

At St Philomena's School, we believe that learning outside the classroom is an essential component of our curriculum for all of its pupils, including the very youngest. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informed environment. Each trip is different and they provide opportunities which cannot be provided on site. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to our pupils' development and education in the broadest sense of the word.

This policy has due regard to the DfE Guidance, Health and Safety on Educational Visits (2018). It also draws on the previous guidance Health and Safety of Pupils on Educational Visits (HASPEV).

This policy applies to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the EYFS Supervision of Children on Outings and Visits Policy.

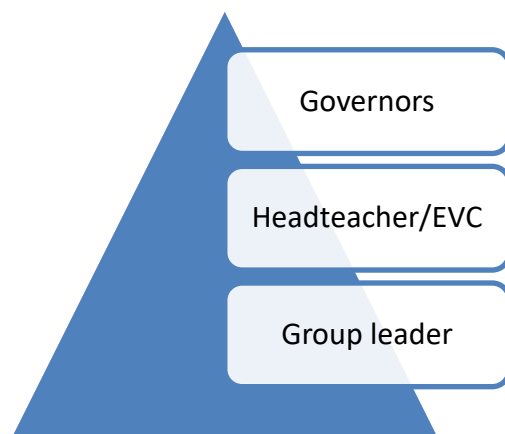
The Educational Visits Coordinator at St Philomena's School is the Headteacher.

AIMS

Educational visits should be:

- Of educational merit, to provide appropriate extension and enrichment of the curriculum.
- Coordinated and sanctioned within school by the Headteacher, and managed appropriately within the demands of the calendar and curriculum for each year-group.
- Undertaken according to the DfE guidelines, within the framework of this policy document, according to the Headteacher's advice, and the group leader assessment for the particular group.
- Undertaken with the health, welfare and well-being of students as paramount, in adventurous pursuits managing the level of risk appropriately.
- Thoroughly and appropriately risk assessed and managed.
- Staffed by appropriate numbers of appropriately qualified teachers and other staff as required and appropriate according to the DfE Guidelines as a minimum.
- Appropriately supervised and monitored by staff on a trip, whilst recognising that the aims and objectives of any given trip may or may not be compatible with direct staff supervision at all times.
- Organised in good time and following a procedure followed by all members of staff.
- Promoted effectively to all pupils with regard to equal opportunities, with every effort made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational needs, medical needs, ethnic origin, gender or religion.
- Reviewed and evaluated periodically, to ensure maximum educational gain.

RESPONSIBILITIES FOR VISITS AND ACTIVITIES



Governors

Residential visits and visits requiring specific competency to deliver more hazardous events must be approved in principle by the Chair of Governors prior to any planning taking place.

For all other educational visits, the Governors can delegate responsibility and decisions to the Headteacher. The Governors are responsible for ensuring that:

- Risks of activities are assessed.
- Measures are taken to control those risks.
- Reasonable care is taken of all staff and pupils on the activity at all times.
- Appropriate training needs are addressed by the Headteacher.
- There is a written procedure for the approval of certain types of visit.
- The Headteacher or Group leader shows how their plans comply with regulations and guidelines, including the School's health and safety procedures.

The Headteacher

The Headteacher's agreement (who is also the EVC) must be obtained before a visit takes place. They must ensure that the following apply:

- Visits and activities comply with regulations and guidelines and the School's health and safety procedures.
- The group leader is competent to monitor the risks throughout the visit or activity.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit begins.
- Risk assessments have been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The group leader or another teacher is competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Group leaders are allowed sufficient time to organise the visit properly.
- Non-teacher supervisors on the visit are appropriate people to supervise children.
- The ratio of supervisors to pupils is appropriate.
- Parents have signed consent forms where this is deemed necessary.
- Arrangements have been made that are appropriate for the medical needs and special educational needs of all pupils.
- Adequate first aid provision will be available.
- Travel arrangements are appropriate, pick up and drop off points and times are known.

- There is adequate and relevant insurance cover.
- A school contact has been nominated and the group leader has details.
- The group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures, and the names of all adults and pupils travelling with the group and contact details of parents.
- There is a contingency plan for any delays including a late return home.

Group Leader

The group leader, a teacher or regular school employee, will have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The group leader should be appointed or approved by the Educational Visits Co-ordinator. The group leader should:

- Obtain the Headteacher's and School Business Manager's permission/agreement before any offsite visit takes place.
- Follow school regulations, guidelines and policies.
- Appoint a deputy.
- Clearly define each group supervisor's role and ensure that all tasks have been assigned.
- Be able to control and lead pupils of the relevant age.
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place.
- Be aware of child protection issues.
- Ensure that adequate first aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents (if applicable).
- Undertake and complete a comprehensive risk assessment
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure that the ratio of supervisors to pupils is appropriate to the needs and age of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable, and have in place procedures for such an eventuality.
- Ensure that they have details of the school contact, a copy of the agreed emergency procedures, and the names of all adults and pupils travelling with the group and contact details of parents.
- Ensure that during the visit regular and frequent head counts of pupils take place, rendezvous points are established, and pupils are briefed on what to do if they become separated from the group.
- Establish whether pupils are competent in remote supervision and ensure that parents have agreed to this if part of the aim of the trip is to encourage independence and investigative skills etc.
- Where a licensed provider is used to provide an adventurous activity, the Group leader must check that the provider holds a licence (for example for activities such as caving, climbing, trekking, and water sports).
- With an unlicensed provider, the group leader should obtain in writing that risks have been assessed, the provider's staff are competent and qualified, equipment is appropriate and in safe condition, operating procedures conform to guidelines of the national governing body for the activity, there is clear management of safety systems in place, there is appropriate provision for first aid, and that there are emergency procedures and the provider's staff are competent in these procedures.

Staff Status

The group leader must always be an employee of St Philomena's School with the relevant experience and qualifications to lead the visit.

Parents/volunteers may be used to supplement the supervision ratio, so long as they have been carefully selected and are well known to the school and the group, vetted by the group leader and Headteacher as appropriate, not left alone with a pupil, and DBS checked unless the risk assessment for the trip makes this unnecessary.

Staff Qualifications

Staff and in particular, the group leader should be appropriately qualified and experienced for the type of visit, including relevant lifesaving or other adventurous pursuits qualifications, as required by the nature and type of the visit. The group leader and other supervisors must be competent to lead and instruct in, for example, canoeing, if the school is leading such an activity. Competency is usually demonstrated by holding the relevant national governing body award where it exists. Staff should either hold first aid qualifications or ensure that appropriate first aid cover is in place.

STAFFING RATIOS

General Staffing Ratios

Pupil to staff ratios for educational visits are not prescribed in law. The group leader and Headteacher, on the basis of risk assessment, should decide the ratios, taking into account the nature of the activities to be undertaken, the experience and competence of the staff involved, the gender, age and maturity of the pupils, the presence of pupils with special educational needs and the nature/length of the journey.

The Statutory Framework for the EYFS, published by the Department for Education in 2021, states 'Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios'.

Working with the Headteacher, the group leader should assess the risks and consider an appropriate safe supervision level for their particular group. However, a general guide for visits to local historical sites and museums or local walks, in normal circumstances, might be:

- 1 adult for every 6-8 pupils in school Years Reception to 3.
- 1 adult for every 10-15 pupils in school Years 4 to 6.

There should be a minimum of one member of staff in charge (the group leader). In addition to the member of staff in charge there should be enough adults accompanying the trip to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to residential visits, both within the UK and abroad. For local trips a minimum of two staff should accompany each visit; three for any trips further than a twenty mile radius from school.

Swimming Activities, Visits Abroad, Residential Visits, Adventurous Activities

Staffing ratios for most activities have a recommended 1 adult to 10 pupils minimum ratio. The group leader should assess the risks and consider an appropriate safe supervision level for their particular group before the visit takes place.

PLANNING EDUCATIONAL VISITS THAT ARE WITHIN THE EXTENDED LEARNING AREA (Appendix 1)

For visits and activities within the 'Extended Learning Area' that are part of the normal curriculum and take place during the normal school day:

- The 'Initial Planning' stage on the 'Educational Visits Planning Form' must be completed.
- Must be approved by the Headteacher.
- Must be recorded on the annual educational visits register.
- Do not require parental consent, but the group leader must inform parents via ClassDojo.
- Do not normally need additional risk assessments.
- An 'Educational Visits Signing Out Sheet' must be completed and left in the front office before leaving school premises.

PLANNING EDUCATIONAL VISITS THAT ARE OUTSIDE OF THE EXTENDED LEARNING AREA

For educational visits that are outside the normal school routine, the group leader should follow these seven stages in liaison with the Headteacher (see Appendix 2):

- Stage 1: Check availability on the school calendar and ensure the date is held.
- Stage 2: Complete the 'Initial Planning' stage on the 'Educational Visits Planning Form' and obtain general consent from the Headteacher.
- Stage 3: Organise the visit: Book venue, confirm staffing and transport.
- Stage 4: Complete a risk assessment and obtain emergency contact details.
- Stage 5: Inform parents.
- Stage 6: Finalise arrangements.
- Stage 7: Evaluate the visit.

Planning forms for educational visits are available on SharePoint and in the staff room.

Stage 1: Initial Planning

Before initial approval is sought from the Headteacher, the group leader should:

- Assess that the 'net educational value' of the trip outweighs any disruption.
- Consider whether the trip contains any medium or high risk elements.
- Ensure the date is available on the school calendar by checking with a member of the office team.

Stage 2: Obtain General Consent

The group leader should complete the initial planning section of the 'Educational Visits Planning Sheet', giving details of the visit including the date, pupils and staff involved, any cover implications and costs (eg travel and entrance fees).

The Headteacher must sign to give consent for the visit to go ahead and confirm the visit on the school and website calendars.

Stage 3: Organisation

Once general consent has been granted by the Headteacher, the group leader should:

- Book the venue/tickets needed.
- Ask a member of the office team to organise transport if necessary and confirm costs of transport with the Business Manager.
- Organise staffing (including any accompanying adults), bearing in mind the correct staffing ratios and the need to authorise staff absence before treating staff arrangements as confirmed.
- Confirm logistical details and ensure that these are fully accurate. This may involve organising accommodation, currency and insurance arrangements, obtaining risk assessments from the visit provider and producing an itinerary.

Stage 4: Inform Parents

The group leader should ask a member of the office team to send information to parents and obtain consent and payment if necessary.

Stage 5: Risk Assessments and Emergency Contact Details

As soon as possible, but certainly by no later than one week before the visit, the group leader should complete a risk assessment to ensure pupils are safeguarded. For all visits:

- Obtain any risk assessments provided by the venue.
- Carefully check and amend the school's generic risk assessments and ensure control measures are in place.
- Consider whether there are any additional risks specific to the trip that go beyond normal everyday risks. For example, assessing whether the trip includes any medium or high risk activities, or one or more potentially hazardous activities. Record any such additional risks and appropriate control measures on the risk assessment, taking advice from appropriately qualified adults regarding control measures as necessary.
- Visit the venue, if appropriate.
- Check completed consent forms for any stated medical information and double-check details with the Principal First Aider as necessary, ensuring that control measures are in place to safeguard any pupil whose underlying medical condition means that one or more activities carries additional significant risks for them.
- Double-check with the Headteacher that all categories of risk have been fully considered.

The Headteacher will sign the risk assessment granting their final approval once these procedures are complete and a full set of official paperwork has been received and approved.

At this stage, the group leader should obtain emergency contact details from a member of the office team.

Stage 6: Finalise Arrangements

Before the visit takes place, the group leader must:

- Ensure that (if necessary) staff going on the visit request cover for lessons and arrange to swap any commitments they will miss such as duties and after school activities.
- Inform all those who need to know of the itinerary and pupils going.

On the day of the visit the group leader must:

- Check the first aid kit and ensure it includes the critical incident procedure.
- Ensure inhalers and EpiPens are taken for relevant pupils.
- Complete an 'Educational Visits Signing Out Sheet' and leave in the front office.
- Fully brief all staff and pupils on the trip regarding the potential risks and appropriate control measures in place.
- Continue to assess unforeseen risks and allocate additional control measures at any stage before or during the trip.

The Headteacher will sign the risk assessment giving final authorisation before the trip departs.

Stage 7: Evaluation

Following any educational visit, the group leader should evaluate the visit and consider any adjustments to the risk assessment that may be necessary before planning future trips, with amendments noted as appropriate. It is essential that the Headteacher is informed in writing of anything that has not gone according to plan.

CONSENT

Permission to go on a trip is always conditional on:

- Consent from the Headteacher. Consent will be withdrawn if the Headteacher has serious concerns about the visit or any pupils attending.
- Consent of parents.

Assumed Consent

On joining St Philomena's School parents are asked to complete a one-off consent form giving permission for their child to participate in all low risk visits and activities within the UK organised during their time at St Philomena's. Consequently, written parental consent will not be requested from parents for the majority of off-site activities offered by the school, for example year group visits to local amenities such as the beach, the parish church, the local library etc. Such activities are part of the school's curriculum and usually take place during the normal school day. Although this one-off consent is used, parents are informed about all proposed visits, thereby giving them the opportunity to withdraw their consent should they not wish them to participate.

Written Consent

While one-off consent is used for most visits, there are situations where written consent for a specific visit is necessary. These include:

- Any trip that is overnight, overseas, medium to high risk.
- Visits to countries which require proof of parental consent.
- Visits for which an agreement is required for payment or other terms and conditions.
- When it is decided to use an external provider's consent form.

INFORMATION FOR PARENTS

Period of Notice

Wherever possible, parents will be informed at least one week in advance of any educational visit. The period of notice will be much longer than this for the majority of trips, and certainly considerably longer than this for any medium or high risk trip.

Written Notification

Parents can expect to receive written notification regarding any one off trip. The exception is for regular off-site activities where parents have received previous notification of a series of connected off-site activities such as sports fixtures. For such visits they will not receive additional individual notifications unless new risks have emerged or the arrangements have changed.

Itinerary

If a trip is departing or returning outside of normal school hours, parents can expect to receive specific communications regarding the trip timings, including an update on the return time if necessary.

REVIEW

Educational visits and activities are reviewed periodically, both individually and as a complementary whole. The ongoing process of review is carried out by the Headteacher and Business Manager.

APPENDIX 1: Extended Learning Area

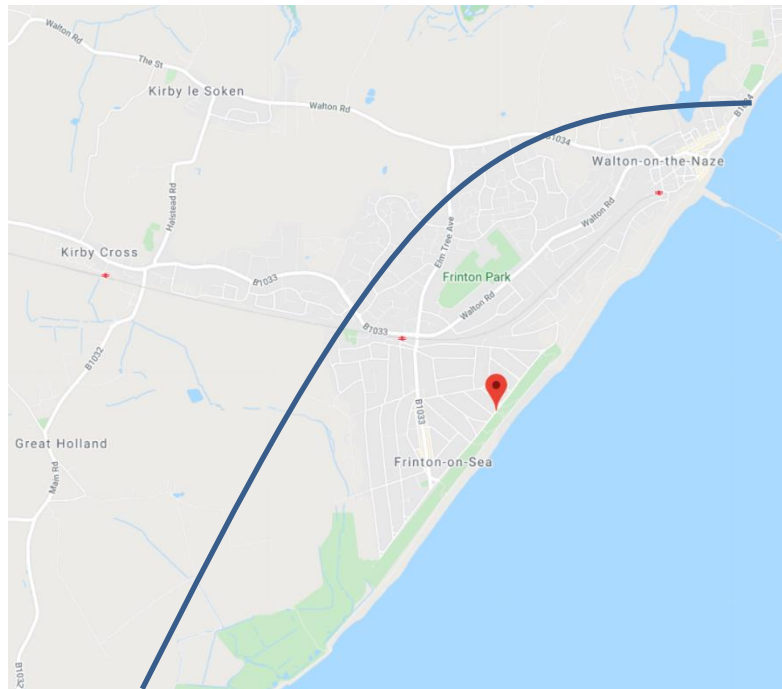
General

Visits and activities within the 'Extended Learning Area' that are part of the normal curriculum and take place during the normal school day:

- Must be recorded on the annual Educational Visits Register.
- Do not require parental consent.
- Do not normally need additional risk assessments.

Boundaries

The boundaries of the Extended Learning Area are shown below:



This area includes, but is not limited to, the following frequently used venues:

- The Church of the Sacred Heart and St Francis
- Frinton library
- Frinton Greensward
- Frinton beaches
- Walton seafront
- Walton Lifeboat Station
- The Naze

'No-go' areas within the boundaries

- The edge of Walton cliffs
- Railway lines/level crossing
- Breakwaters

Operating Procedure for Extended Learning Area

The following are potentially significant issues/hazards within our Extended Learning Area:

- Road traffic.
- Members of the public.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the 'Extended Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Extended Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will ensure the activity is recorded on the Educational Visits Register and leave a completed signing out sheet with the office which includes the mobile telephone number of the group leader.
- Appropriate personal protective equipment is taken when needed, for example, gloves and hi-vis jackets.

APPENDIX 2: PLANNING AN EDUCATIONAL VISIT FLOWCHART

