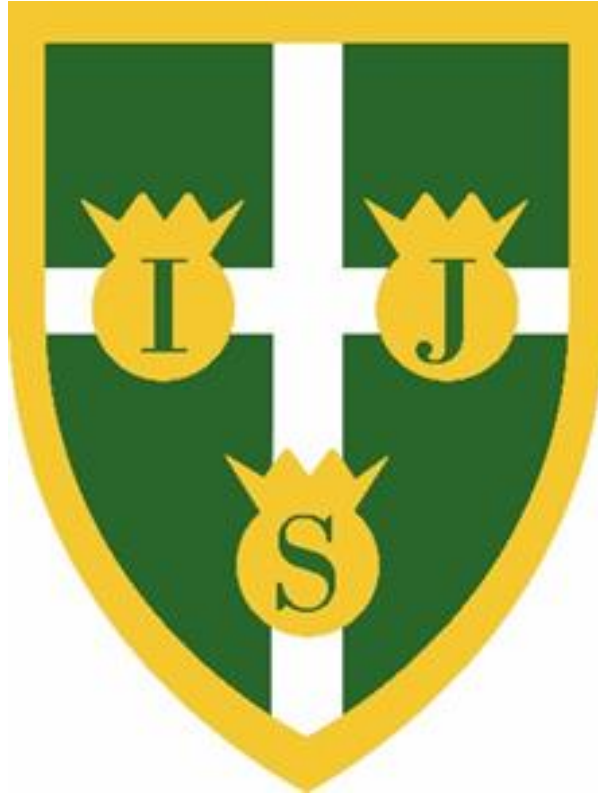


**Juniper**

**Ingrave Johnstone  
Church of England Primary School**



**Educational Visits Policy**

**Agreed by Governors: Spring 2023**

**Review Date: Spring 2026**

# Educational Visits Policy

Establishment type	<i>Voluntary Aided Primary School</i>
Name of establishment	<i>Ingrave Johnstone C of E Primary School</i>
Who is employer	<i>The Governing Body</i>
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	<i>Head Teacher</i>
Date Trained	<i>12.11.19</i>
Policy agreed	<i>Spring 2023</i>
Signed off by	<i>Governing Body</i>
To be reviewed	<i>Spring 2026</i>
Other Policies Related	Child protection. Inclusion, finance regs, health and safety DfE H&S advice on legal duties & powers November 2018
Other Paperwork Attached (appendix)	Generic and Site/Person specific risk assessment EMERGENCY PROCEDURES ACTION PLAN

<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
1. Introduction	3
2. Reasons for Visit	3
3. Visits and curriculum links	3
4. Gaining approval for the trip	4
5. Choosing a date/venue/provider/programme/resources for a visit	4
6. Information about the visit to/from pupils and parents	4
7. Visits and staffing	5
8. The Visit	6
9. Financing the visit	7
10. Insurance	7
11. Transport	8
12. Emergency Procedures	8
13. Monitoring and Evaluation	9
Appendix 1 : Extended Learning Locality (Local Area Activity)	10
Pre-departure checklist for school visits	12
Generic and Site/Person specific risk assessment	13
EMERGENCY PROCEDURES ACTION PLAN	14

# 1 Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Ingrave Johnstone C of E Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- *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.)* see website link : [www.oeapng.info/](http://www.oeapng.info/)

The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **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 Ingrave Johnstone C of E Primary School , 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 LEA: 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 – visits to the Tower of London, Layer Marney, 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, design competitions
- 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.**

- **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 Visit. The Governors delegate the Headteacher (EVC) the responsibility to approve all other visits including Local Area Visits

The Governors have adopted a charging and remissions policy.

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

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 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 refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	<b>Yes</b> and formal approval by	Governing Body
Residential	<b>Yes</b> and formal approval by	Governing Body
Adventurous	<b>Yes</b> and formal approval by	EVC and Head
Day Visits with transport	<b>Yes</b> and formal approval by	EVC / Head
Local Area Visit	<b>Yes</b> and verbal approval by	EVC / Head

## 5 **Choosing a provider**

After considering the reasons for the visit, the visit leader should check out the provider. See Section [www.oeapng.info/](http://www.oeapng.info/) 4.4f 4.4g and 4.4h- Note the need to check on insurance / Ts & Cs / LOtCQB etc.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3 )

## 6 Parental Consent :

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info/) 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2 )

When to get consent from parents:

Parental consent to off-site activities: Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

## 7 Visits and staffing

### CHECKLIST FOR **ALL** OFF-SITE ACTIVITIES

Complete Visit leader checklist prior to departure and ensure that this is signed off by the Head Teacher or Deputy Head Teacher in their absence. Copies are available in all classrooms, on the Staff Drive folder 'Risk Assessments' -Pre-departure checklist for school visits. A copy can also be found in the appendix to this policy.

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.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see [www.oeapng.info](http://www.oeapng.info/) 4.3g Risk Management

## Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

## Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. A [Juniper Education online learning module](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

## **8 The visit**

### **8.1 On the day**

Leave in the school office:

- an amended list of children attending 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 given to all leaders.

### **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 or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 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 County/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 may be made payable to Ingrave Johnstone C of E Primary School [unless otherwise specified].

Some visits may incur vast amounts of money e.g residential trips

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

## **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 LEA, 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 wellbeing 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](http://www.oeapng.info) 4.3d-Parental-Consent

## **Insurance Provision**

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits available from the Business Manager

## **11 Transport**

See guidance from OEAP NG -

4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## **12 Emergency / Critical Incident Procedures**

See OEAP National Guidance document:

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

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



DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

## **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/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

All links to guidance documents noted should be accessed via the [www.oeapng.info](http://www.oeapng.info) site  
To access the most current advice/guidance. Use the keyword search to locate any document.

## Appendix 1 - Extended Learning Locality (Local Area Visit)

### General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module. *(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)*
- do not require parental consent but parents will be advised of visits to the Country Parks e.g. for Forest Schools work.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

The boundaries of the locality are the villages of Ingrave and Herongate. This area includes the following frequently used venues:

- *St. Nicholas' Church*
- *The Playing Fields*
- *Post Office/Local shop*
- *Cricket Pitch*
- *Hillcrest Nursery*
- *Villages of Ingrave and Herongate*
- *Local fields and woods and Thorndon Country Parks*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

### Operating Procedure for Extended Learning Locality

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- *Narrow pavements or roads without pavements.*

**These are managed by a combination of the following:**

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' 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 practised appropriate management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. *For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.*
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).*
- All remotely supervised work in the extended learning locality 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- Staff will either record the activity on EVOLVE (Local Area Visit module).
- The visit leader will complete a pre-visit checklist ( available in all classes or from the Head Teacher) and ensure that this is signed of by the Head Teacher (or in their absence, the Deputy Head Teacher) prior to departure.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- *Wherever possible, classes must use the two zebra crossings and pelican crossing to cross the main Brentwood Road.*

### School Visit/Trip Pre-departure Checklist

**Visit to:**

**Date:**

<b>Procedures for Visit Leader</b>	<b>Checked</b>
School visit form has been completed on EVOLVE, including local visits	
All relevant risk assessments have been completed and attached to the visit form on EVOLVE	
The trip has been approved by either/or the EVC/Head via EVOLVE	
All medical needs have been checked with the school medical needs list (if in doubt double check with the office)	
All medicine in the class blue medical bag has been checked and collected	
<b>Blue medical bag is with visit leader upon departure and visit leader has double checked that they have all medication for pupils</b>	
<b>FOR VISITS INVOLVING CHILDREN FROM DIFFERENT CLASSES eg the O2, CROSS COUNTRY</b>	
Check medical needs with class teachers and using the school medical needs list	
All medicines for pupils needed for the trip have been collected by the Visit Leader from class blue medicine bags and are secure in the Visit Leader's bag.	
<b>Visit leader has double checked that they have all medication for pupils on the trip before departure</b>	
Ensure that a list of all children attending has been left with the school office prior to departure, in cases of emergencies	
Ensure that all staff/volunteers have received and read the risk assessment before departure and have been briefed on any site-specific issues eg balconies, car parks	
All pupils have had a safety briefing before departure regarding any risks/safety issues associated with the trip eg hand washing, rail travel, seatbelts	
A copy of the visit form, risk assessment and class groups for the day has been given to the school office	
Advise emergency contacts of arrival and departure times, if these fall outside the normal school day	
All Visit Leaders must have a copy of the 'Essex Outdoors' card with them on the visit in case of emergency	
The Visit Leader has collected a first aid kit from the school office	
The Visit Leader has a sick bucket for coach travel	
Signed when completed by Visit Leader:	
Checked and signed by head Teacher/ Deputy Head teacher prior to departure:	

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## Generic and Site/Person specific risk assessment

### Generic Risk Assessment for Off-site Visit

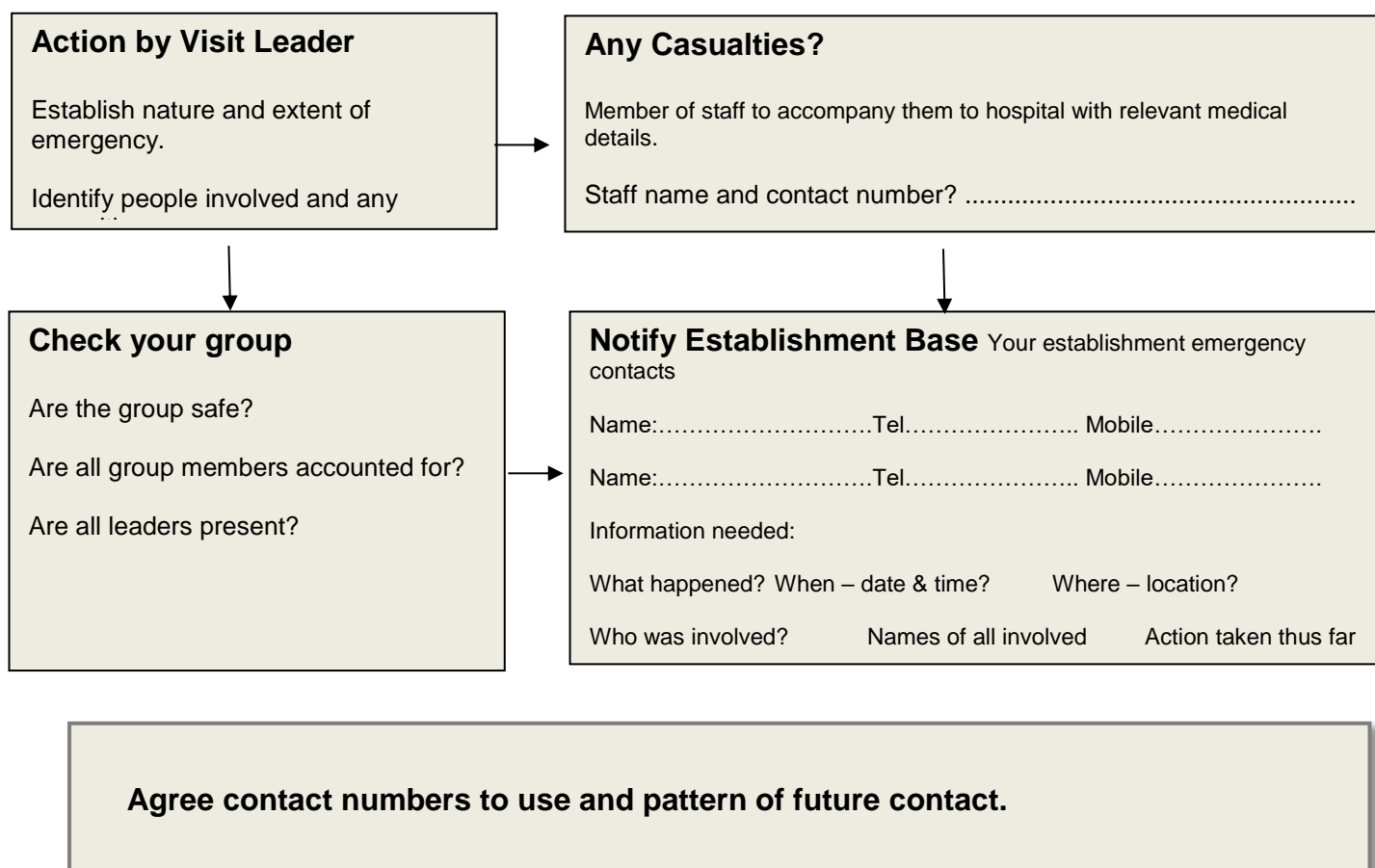
This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

<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>



## Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



## Action by Establishment

