

Policy reviewed by C.A. Middleditch – November, 2010.

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## **Policy for : Educational Visits and Off-Site Activities**

<b>Responsibility - Educational Visits Co-ordinator (EVC):</b>	Clive Middleditch
<b>Date Trained:</b>	November, 2010 – EVC update training.
<b>Policy:</b>	November, 2010 – Policy reviewed.
<b>Signed off by:</b>	Headteacher Chair of Governors
<b>To be reviewed:</b>	November, 2012.
<b>Other Policies Related:</b>	Child Protection Policy, Equal Opportunities Policy, Policy for Disabilities etc.
<b>Other Paperwork Related:</b>	Parental Consent Forms, School Disaster Plan, ECC Emergency Contacts, etc.

### **Educational Visits Policy**

- 1. Authorisation – Legal Responsibilities**
- 2. Types of Visits**
- 3. Risk Assessment**
- 4. Parental Consent**
- 5. Staffing – competence and training**
- 6. Supervision**
- 7. Insurance**
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- 9. Summary checks**

## 1. Authorisation – Legal Responsibilities

- The headteacher, as Educational Visits Advisor, must formally approve any educational visit or other off-site activity.
- The governing body must be kept informed and residential visits must be individually authorised by the governing body.
- The EVC must:
  - a) ensure educational visits meet the employer's and school's requirements;
  - b) assess the competence of prospective leaders and staff;
  - c) ensure risk assessments meet requirements;
  - d) organise training and induction;
  - e) ensure parents are informed and give consent;
  - f) organise emergency arrangements;
  - g) keep records of visits, accidents or incident reports;
  - h) review and monitor practice.
- The Visit Leader must be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.

## 2. Types of Visits

### Locally approved and ECC authorised : eg.

- All visits to comply with this **Educational Visits Policy**.
- All local visits to be approved by the EVC.
- Adventure activities, all residential trips, and trips abroad; require County authorisation by the Outdoor Education Advisory Panel. (OEAP).
- This policy must relate to the Codes of Practice in place for such visits :
- i.e. COP 28, HASPEV. These and other relevant codes of practice may be viewed on the Advice, Guidance and Reference page of the educational visits website: <https://educationalvisits.essexcc.gov.uk>
- All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at : <https://educationalvisits.essexcc.gov.uk>

## 3. Risk Assessment

### All visits must be Risk Assessed:

- A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
- Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.

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- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

### 4. Parental Consent

Signed parental consent must be obtained.

One parental consent may cover a programme of similar activities over a maximum of one year. (Sporting fixtures)

eg.

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- venue(s) and travel arrangements;
- dates and times of departure and return where visits exceed beyond the school day;
- the nature of activities planned (including plan B);
- kit list;
- arrangements for supervision;
- Code of Conduct or standard of behaviour expected during the visit;
- financial contribution expected from parents;
- insurance arrangements;
- contact system in case of emergency;
- any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

### 5. Staffing – competence and training

- There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits: Identify legal staffing ratios and appropriate supervision arrangements for types of visits taken: (may specify minimum school requirements based on HASPEV / COP 28 and establishment considerations).
- Considerations : SEND / behavioural / age / activity / location / transport / visits lasting longer than one day / visits of one day or less.
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- County policy must be followed with regard to CRB checks.

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- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.

### 6. Supervision

- Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.
- The visit leader must determine when supervision must be 'direct' and when it may be 'remote':
- Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group
- Remote supervision - pupils are allowed to operate unaccompanied in groups of 4. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency. NOTE: This would only apply on the Year 6 residential visit, within close proximity of the staff.
- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.

### 7. Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

### 8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

## 9. Summary Checks

- Seek approval in principle from EVC.
- Plan and prepare for visit.
- Complete submission form.
- Assess risks.
- Define roles and responsibilities of other staff and pupils.
- Ensure effective supervision of pupils and what they do.

### Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Extended Schools

### Documents required:

- Parental Consent forms
- Incident / Accident Report forms
- Educational visits register – Pupils / Staff lists
- School Emergency Plan
- Emergency Contacts at Essex County Council (download emergency contact list from website – Page 5 submission form)
- Generic Operating procedures used by establishment

**Sign-Off system :**

**Before the Trip:**

<p><b>Visit Leader</b></p>	<p><b>Aims and Objectives – Where?</b>  <b>Approval to proceed</b></p>	<p>→ <b>EVC / Head / Governors</b></p>
	<p><b>LA notification or approval -</b>  <b>category of visit</b></p>	<p>→ <b>OEAP or</b>  <b>EVC – for local visits</b></p>
<p><b>Complete submission form / EVC website</b></p>	<p><b>Parental prior warning</b>  <b>Programme, including PlanB</b>  <b>Provider information</b>  <b>Kit List –</b>  <b>Behaviour expectations</b>  <b>Finance – money strategy</b>  <b>Parental consent forms – Medical / Special Needs / Allergies / Diets</b>  <b>Emergency contacts packs – School / LA</b>  <b>Preliminary Visit required?</b>  <b>Transport</b>  <b>Risk Assessment</b>  <b>Inclusion Policy</b></p>	<p>→ <b>Consent forms etc.</b>           → <b>Check out Provider</b>          → <b>Check out provider</b>          → <b>COP &amp; Guidance</b>          → <b>SEND Policy</b></p>

**Flow Chart**



