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Educational Visits Policy

Establishment type	SEND School
Name of establishment	Shorefields
Who is employer	Essex County Council
Responsibility for offsite visits	EVC (Ryan Bruce) Head Teacher Deputy Head (Local Visits)
Date Trained	EVC – July 2023
Policy agreed	Autumn 2023
Signed off by	Full Governing Board
To be reviewed	Autumn 2025

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 Shorefields 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/

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 Shorefields 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. All of our pupils need real life community experiences to improve their knowledge and understanding of the world around them. 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 all areas of 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 – reading signs, theatre visits, visits by 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, paying in shops
- 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
- ICT – its use in local shops/libraries/cafes

- RE – visits to centres of worship, visits by local clergy.
- Life skills – crossing roads, socially acceptable interactions, using cafes, work experience

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. Further information of national guidelines can be found at www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8) Outlines the roles of the EVC & Headteacher. Their responsibilities are as follows -

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 who all have special educational needs and 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.

4.2.9 The Head teacher & EVC are responsible of the approval of visit risk assessments. The division of responsibilities are as follows -

An electronic risk assessment submission is via Essex **EVOLVE** is used to log, audit, approve the following:

Overseas	Yes and formal approval by	EVC and Head
Residential	Yes and formal approval by	EVC and Head
Adventurous	Yes and formal approval by	EVC and Head

All of these trips need final approval at county level.

Day Visits with transport outside of the local area boundaries

Yes and final approval by EVC or Head

A paper submission process if it falls with the local areas visit definition and needs to be submitted and approved by the following:

Local Area Visit

Yes and verbal approval by EVC / Head / Deputy Head

5 Choosing a provider

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

Schools using an outside organisation to provide an activity must check they have appropriate safety standards and liability insurance.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.

Schools can check if an organisation holds the LOtC Quality Badge on Evolve

If an organisation does not hold the badge, the school must check that they're an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

The school should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

6 Parental Consent :

Consent is requested from parents/carers at the point of admission. This is used for educational visits within the school day. Parents should be made aware of planned trips in advance however consent is not required.

Visits which extend the school day will need permission either written or verbally.

This is in accordance with DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2) states the following-

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

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 further Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

Key Requirements for Leaders

The key requirements for visit 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.

Risk Assessment

All visit leaders must submit a suitable risk assessment via Evolve if the visit is outside of the local area boundary. This must be submitted in time for approval. Adventurous and residential visits must be submitted 6 weeks in advance to gain county approval.

For visits within the local area a leader must read and understand the Local area operating procedure (Appendix A) and get verbal approval from the EVC/Head Teacher/ Deputy Head. If they are using any form of transport then this trip needs to be added to the local risk assessment area of evolve.

Whilst on a visit the leaders should be making a dynamic risk assessment throughout and they can make the decision to stop or change the activity if it is deemed the safest and most appropriate decision to do so.

All leaders must have the critical operating procedures information with them in case of emergencies.

Visit Leader Training

Leader training will be delivered by the EVC or via online learning module to classroom based staff across the school. This is vital to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

The EVC will have their training updated every 3 years.

8 The visit

8.1 Prior to the trip

- Fill out a Trip cost calculator and check list' if there is financial or personal implications
- Risk assessment on evolve
- Pre-visit if necessary
- Inform parents, seek permission if an extended or long distance trip
- Inform kitchen if lunches are needed or will not be in school over lunch time
- Inform office to be added to school diary (not needed for local visits)
- Book mini bus or car if needed

8.2 On the day

- Filled out off site visit form and an up to date student risk aware profile (Appendix B)
- Have this signed by Head/EVC//Deputy
- Brief staff on allocation of pupils, things to be aware of on the visit, ensure everyone have the leaders contact details and that of the school
- Ensure all medication has been collected
- Ensure all addition equipment, including PPE, is taken.
- Place paperwork in folder outside of office
- Copies of Emergency / Critical Incident cards given to all leaders or access to this via evolve on a device.

8.2 During the visit

Pupils must be kept in escort's group at all times. College pupils can be given slightly more freedom if deem appropriate however a visual must be kept on them at all time. There should be a system in place to safeguard young people at all times. Toilet visits should be planned to match the needs of the pupils ie, staff waiting outside after checking the toilets, staff assisting in the toilets, using disabled toilets when appropriate.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc. However the public may need to be made aware of the pupils SEND as this often affects the space and time they need.

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 leader must have the school's contact and action plan in case of an emergency and access to the Emergency / Critical Incident card or evolve.

All group leaders must have the school contact details and those of the visit leader.

8.3 On return

8.3.1 Check all children off the mini bus and a member of staff must lead the class either into school and ensure everyone is present before sending home.

8.3.2 A member of staff needs to sign pupils and staff back into the school as they arrive

8.3.3 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

8.3.4 All equipment and medication must be returned to the appropriate place on returning.

9 Financing the visit

Visit leaders must fill out a 'Trip cost calculator and check list' for a trip which is lengthy in time or has cost implications i.e. a trip which extends the school date, has an admission cost or high petrol cost. This needs to be filled out in advance of a trip and given to SLT for approval.

When asking for financial contributions the letter must state the cost for each individual:

- Explanation of 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 Shorefields School if parents wish to pay this way.

Some visits may incur vast amounts of money (example Portugal for 10 students £10,000)

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.

Insurance Provision

Shorefields school insurance provision for off-site visits is provided by Essex County council. We therefore follow the guidance and restrictions as outlined by them.

11 Transport

This section is in line with OEAG NG section 4.5 a-f – transporting pupils.

The school has mini buses and school cars which can be used for educational visits. All drivers have to submit the relevant documents to the school annually. The mini busses are insured through the school. Staff cars can be used for transporting pupils if the driver has submitted their driving license and business insurance details the school.

All mini bus drivers are responsible for completing the mini bus checklist and the beginning and end of any journey.

The ratios and seating plan of pupils and staff are the responsibility of the visit leader based on individual pupils risk assessments, level of need and current presentation of pupil. If it is unsafe to transport a pupil then it should not happen and the school should be contacted immediately.

External coach companies can be used. They should be chosen with care and able to answer the questions from OEAG NG 4.5f Checklist – Assessing a Coach Hire Provider.

12 Emergency / Critical Incident Procedures

- All leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen or be able access this via evolve.
- All pupils care plans and emergency medication must be taken on the visit.
- Group leaders must have a means of making emergency contact with the school at all times.
- Group leaders must have means of making contact with emergency services if required, plus basic first aid equipment.
- 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 learners with parental emergency contact and medical information must be held by the visit leader if the visit is outside the school office opening hours. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.
- 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 Teacher and the employer's advisory team.

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

Reviewed:	Autumn 2023
Next revision due:	Autumn 2025

Appendix 1 - Extended Learning Locality (Local Area Visit)

Local Learning Area

Originated from [EVOLVE National Library](#)

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 a 'Signing-out' sheet to be left outside of the office*
- *Needs written or verbal approval by EVC/Head Teacher/Deputy Head*
- do not require parental consent however ideally they should be informed if the trip is pre-planned
- Any trip including transport must be record on the evolve 'Local Risk assessment' area.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- *Clacton Seafront*
- *School Beach hut*
- *The Gardens*
- *Clacton Parks*
- *Clacton Town Centre*
- *Clacton Leisure Centre*
- *Clacton beach*
- *St. Johns Garden Centre*

- The Naze Walton
- Clacton Library
- Clacton Factory Outlet
- Walton park (next to swimming pool)
- St Paul's Church Clacton
- The Range
- Asda

'No-go' areas within the Boundaries

- The sea

Operating Procedure for Local Learning Area

(The below is simply a generic risk assessment for these routine activities)

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

- 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 fieldwork (nettles, brambles, rubbish, etc).
- The sea

These are managed by a combination of the following:

- The Head, Deputy or EVC must give written (preferably) or 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 'Local Learning Area' is explained to all new parents when their child joins the school during their admissions meeting.
- The staffing level will be determined by the needs of the pupils individual risk assessments.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils are constantly reminded about road safety and practice standard techniques for road crossings in a group. Road crossing should always take place at a crossing wherever possible.
- If pupils need aids to walk, reins, buggies or wheel chairs they must have the appropriate equipment before going out..
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This would be in case of an emergency as no pupil should go off alone.
- 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 leave a completed 'Signing out' sheet with the office.

- A mobile is taken with each group and the office have a note of the number.
- **APPENDIX 2**

Shorefields School

Educational/Offsite Visits: Student Risk Aware Profile

Class		Teacher Responsible		Term	
Students		Risk Aware	How will this be managed?		

Code

S: Sensory M: Medical/Health B: Behaviour P: Physical

Date		Time Out		Time In	
Name of Visit Leader:					
Phone Number to contact group (s) :					
Location of Visit:					
Learning Outcomes of Visit:					
Have you read and understood the local Risk Assessment for this visit?					
Foot		Minibus		Car	
Staff / Student/Volunteer Allocation					
Other Information					
Medication required for visit:					
Who for	Medication			Collected	
Please sign EVERYONE in and out in the section below					
Pupil Name	OUT	IN	Staff/Volunteer	OUT	IN
Approval by Headteacher, Deputy Headteacher, & E.V.C Sign:					

Google Maps



