

# Educational Visits Policy

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### **Definition of a Visit**

For the purpose of this Policy, a school visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the school.”

### **The Value of Visits**

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about **what** is learned but importantly **how** and **where** we learn.”

Governors agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Governors support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

### **Roles, Responsibilities and Expectations regarding the Visits Policy**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

For community schools, the employer is the Local Authority/Children and Young People’s Services Directorate

Sheffield LA has a set of *Visits Guidelines* for employees to follow, which can be found in Evolve (see below) in Resources / Guidance Materials

#### **Employers have duties to ensure, so far as is reasonably practicable:**

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

#### **Employees have a duty to:**

- Take reasonable care of their own and others’ health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

#### **Responsibility Chain**

- 1 Employer
- 2 Governing Body (if not employer)
- 3 Headteacher
- 4 EVC
- 5 Visit Leader
- 6 Other employed staff supporting the visit

7	Other adults accompanying the visit
8	Parents
9	Pupils

### **Visits requiring Local Authority Approval**

- Visits abroad; residential visits (*including overnight camping*); hazardous locations (*mainly coast/beaches or natural inland waters*); adventurous activities (*climbing, sailing, canoeing, abseiling etc.*); remote supervision
- Such visits must be submitted to the LA using the electronic approval system EVOLVE. It is recommended that all schools use this system for the management, authorisation & approval of all visits

### **The Governing Body has a responsibility to ensure that:**

- there is an appropriately trained Educational Visits Co-ordinator (EVC) in place (the LA provides initial and update training for EVCs)
- a commitment to ensure that those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - receive appropriate training (Group Leader training is provided by the LA)
- there are notification and approval processes both at school level and between the school and the employer
- visit leaders follow the employer's guidance
- governors are made aware of any visits requiring LA/employer approval
- the school visit policy supports the principles of inclusion
- there are monitoring procedures in place for all visits and the GB receives regular (appropriate) reports about visits - especially about those requiring LA/employer approval and any where there are relatively serious incidents or near misses

### **The Headteacher**

- Must follow the employer's guidance
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Appoint an Educational Visits Co-ordinator (EVC)
- Be satisfied that visit leaders have the correct qualifications (if appropriate) training, experience and personal qualities to undertake responsibility for the planned visit.
- Ensure appropriate training, where necessary.

(In order to help facilitate sufficient leaders with the above qualities/experience etc. an “apprentice” approach to visits is recommended )

- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved.
- Ensure that relevant visits (outlined above) receive Employer Approval prior to the visit

### **Statement**

The Governors and Headteacher of Norfolk Park School accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: \_\_\_\_\_ (Chair of Governors)

Signed \_\_\_\_\_(Headteacher)

Date: \_\_\_\_\_

### Appendix 1

#### **Minimum Timescales**

##### **Park visits**

Risk assessments can be completed in September. A hard copy must be given to the EVC for signing at least one week before visits can take place. This risk assessment will be valid for one academic year. It is the teachers responsibility to ensure they are kept up to date with regard to any changes to childrens medical needs, physical abilities or behaviours.

##### **Visits requiring headteacher approval**

These include any non-hazardous visits.

A request to go on a visit must be made to the headteacher at least 5 weeks before the visit is to take place. Risk assessments must be placed on Evolve a

minimum of 4 weeks before the visit. Letter to parents must be sent out at least 2 weeks before.

#### Visits requiring LA approval

These include visits abroad; residential visits (*including overnight camping*); hazardous locations (*mainly coast/beaches or natural inland waters*); adventurous activities (*climbing, sailing, canoeing, abseiling etc.*); remote supervision

**4 weeks - all visits within the British Isles**

**8 weeks – standard visits abroad**

**16 weeks - expeditions abroad (but preferably before any contractual arrangement has been entered into)**

## Appendix 2



### Visit Planning Checklist

Visit name:

Visit Date:

Visit Leader:

	Checklist	Tick as appropriate Yes, No, n/a
	<b>Before visit</b>	
1.	Aim/Purpose and benefits of visit clear and understood by all?	<input type="checkbox"/> yes
2.	Visit agreed in principle by school/establishment head and by EVC?	<input type="checkbox"/> yes
3.	EVC informed before plans are advanced & updated at all stages	<input type="checkbox"/> yes

4.	Visit appropriate to all members of group? Age, ability, special needs? Appropriate adjustments made to cater for those with additional needs?	<input type="checkbox"/> yes
5.	Do the young people need to be specifically prepared for the visit? If so, has this been planned into the visit preparation?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
6.	Visit leader familiar with employer Educational Visits Guidelines and visit complies with these?	<input type="checkbox"/> yes
7.	Visit complies with other specific employer guidelines where relevant?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
8.	Relevant employer Generic Risk Assessments referred to and followed for <u>all</u> activities. (NOTE: 1 & 2 relate to all visits.)	<input type="checkbox"/> yes <input type="checkbox"/> n/a
9.	If external provider or tour operator used – assurances specified on “Provider Form” obtained?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
10.	If visit involves adventurous activity led by external provider – AALA license and safety standards checked?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
11.	If visit involves adventurous activity led by own staff – they are suitably competent, qualified and experienced?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
12.	Appropriate insurance cover in place?	<input type="checkbox"/> yes
13.	Employer finance regulations followed?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
14.	Location pre-visit undertaken? If not, outline how you are able to complete a suitable and sufficient planning and risk management process:  If No – recommended by a colleague <input type="checkbox"/> yes OR – Low risk environment and spoken to staff <input type="checkbox"/> yes Other – please state -	<input type="checkbox"/> yes <input type="checkbox"/> no
15.	Proportionate risk assessment carried out for all aspects of the visit and outcomes recorded and acted upon? (refer to Generic Risk Assessments and Event Specific Risk Assessment templates/examples on EVOLVE)	<input type="checkbox"/> yes
16.	All staff involved understand their roles and are suitably competent?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
17.	At least one member of staff knows the young people involved, including relevant personal details if any?	<input type="checkbox"/> yes
18.	Where other adults are involved, they are approved by head/manager and CRB cleared where necessary?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
19.	Parental consent obtained – and sufficient information provided about nature and purpose of visit? (NOTE: single consent can be granted for a series of visits)	<input type="checkbox"/> yes
20.	Leader understands the overarching duty of care remains with them	<input type="checkbox"/> yes

	even when partial responsibility is shared with a Provider?	
21.	Where necessary, additional consent gained and training provided for the administration/management of specific medication/injections etc?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
<b>During visit</b>		
22.	Staffing levels sufficient at all times for the visit, and comply with employer guidance?	<input type="checkbox"/> yes
23.	Behaviour expectations known by young people?	<input type="checkbox"/> yes
24.	Visit leader aware of medical/other needs of all young people AND adults within group?	<input type="checkbox"/> yes
25.	First Aid competence exists within staff team – appropriate to the nature and location of visit? First Aid kit carried?	<input type="checkbox"/> yes <input type="checkbox"/> yes
26.	“Plan B” exists – contingency for changed conditions or circumstances? (weather, illness to staff or young people etc)	<input type="checkbox"/> yes <input type="checkbox"/> no
27.	Emergency contact information for all group and staff available?	<input type="checkbox"/> yes
28.	Emergency procedures in place for group and available to 24/7 base contact as appropriate and can be dovetailed with the school’s Critical Incident Response procedures if required?	<input type="checkbox"/> yes
29.	Visit staff aware of appropriate action in event of accident/emergency?	<input type="checkbox"/> yes
30.	Copy of full details of visit held by Emergency Contact – available to them 24/7 as appropriate?	<input type="checkbox"/> yes
<b>Prior to Visit (6 weeks Britain, 10 wks abroad, 20 wks expedition)</b>		
31.	Visit details registered on the EVOLVE online visit approval system and approval obtained (4 wks, 8 wks, 16 wks) at appropriate level in advance of the visit taking place (Head for local, regular visits; Employer for abroad, residential, adventurous and hazardous locations)?	<input type="checkbox"/> yes <input type="checkbox"/> n/a
<b>After Visit</b>		
32.	Accidents and near misses will be reported in line with employer guidance?	<input type="checkbox"/> yes
33.	Evaluation of visit will take place to inform future visit planning?	<input type="checkbox"/> yes

### Suggested minimum contents of Visit Leader Pack

- Pupil and Adult Attendance list
- Pupil and Adult attendees Emergency Contact details
- Health/dietary and other Special Needs requirements of Pupils and Adults (where applicable) – **Children’s emergency medication and Care Plans**

- Personal care items and change of clothes
- Programme / Itinerary
- Specific Risk Assessment
- School based emergency contacts 24/7 phone numbers (there should be 2 of these, one of whom should be the Head or other Senior member of staff)
- Location(s) Contact details (if applicable)
- Provider(s) Contact details (if applicable)
- Insurers contact details (especially important if not Sheffield CC Insurance)
- First Aid Kit
- Foreign and Commonwealth Office (FCO) contact details (for overseas visits)

*The 2 school based 24/7 Emergency Contact individuals should have access to the same information throughout the duration of the visit*

### Appendix 3

#### **SHEFFIELD LA - Evaluation of Visit Form (School/Establishment led activities)**

To be completed by the Visit Leader. This form should also be used to inform future planning.

Establishment: _____
Visit Leader: _____
Date(s) of visit : _____ Venue: _____
Purpose(s) of Visit: _____
Provider used: _____
Number in Group: Boys: _____ Girls: _____ Supervisors: _____

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Aspect of Visit	Rating /10	Comment
Planning issues		
Travel arrangements		
Supervision arrangements		
Other adults (if applicable)		
Suitability of Environment and Activities		
Accommodation (if applicable)		
Food/eating arrangements (if applicable)		
Benefits and learning		
Value for money		
Other?		
<b>Was there a “close call” not involving injury or damage? (mandatory answer)</b>	<b>Yes No</b>	If “Yes” – provide details for review with EVC..

Signed: \_\_\_\_\_ Date: \_\_\_\_\_