

UPSHIRE PRIMARY FOUNDATION SCHOOL

EDUCATIONAL VISITS POLICY

Mission Statement

At Upshire Primary Foundation School, we aim to provide opportunities for the children to achieve their full potential academically, creatively, socially, physically and emotionally in a happy, supportive, caring and inspiring environment.

School Vision

INSPIRE*EXCITE*ACHIEVE

Imagine an inspiring and exciting environment where learning happens because children want to achieve!

Educational Visits Policy

Establishment type:	Primary School
Name of establishment:	Upshire Primary Foundation School
Who is employer:	Governing Board
Local Authority	Essex CC
Responsibility for off-site visits	Inclusion Manager
Date trained:	
Related policies	Safeguarding Behaviour and Relationships Health, Safety & Wellbeing PSCHE SEND Business Continuity Plan Supporting Pupils with Medical Conditions First Aid Charging and Remissions EYFS
Other related documents	Insurance Risk Assessment

Introduction

The Governing Board has the responsibility of providing guidance for off-site school visits and it is essential that all staff members of Upshire Primary Foundation School ('the school') read this policy before organising an 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

Reasons for Visits

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

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 the school, we offer a range of educational visits and other activities that add to what they learn in school.

Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also 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.

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 LA, see below:

- 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 – 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;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#) Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

NB: 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

Governors

As part of their responsibility for the general conduct for the school, the Governing Board has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an overnight stay or an overseas visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits including Local Area Visits.

The school has adopted a Charging and Remissions Policy.

Headteacher

The Headteacher is responsible for:

- approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours;
- making sure staff, including the educational visits co-ordinator, have received any necessary training;
- working with the governing board to approve residential trips of more than 24 hours.

The Educational Visits Co-ordinator (EVC)

Nicole Ward is the appointed EVC at our school.

The EVC is responsible for ensuring that all school activities are properly planned, appropriately supervised and this policy implemented.

They 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, SEND Code of Practice and Keeping Children Safe in Education 2024.

They should:

- ensure the suitability of all staff appointed to the visit;
- ensure that the visit leader fully understands his/her responsibilities;
- implement effective emergency contact arrangements;
- ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately;
- have a system in place to record, audit and monitor school off-site visits.

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

Overseas	Yes and formal approval by	GB
Residential	Yes and formal approval by	GB
Adventurous	Yes and formal approval by	HT/EVC
Day Visits with transport	Yes and formal approval by	HT/EVC
Local Area Visit	Yes and formal approval by	HT/EVC

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

Trip lead

Every educational visit will have one member of staff designated as the trip lead. 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.

The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Training is given to all leader staff and is delivered by the trained EVC.

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

www.oeapng.info - 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader.

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 - 4.3g Risk Management.

Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

See section www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances.

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

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable

- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

OEAP National Guidance Document: www.oeapng.info - 4.3d-Parental-Consent.

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

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

The visit

On the day

Leave in the school office:

- an amended list of children present and going on visit;
- full list of escorts, staff, and groups of children for which they are responsible;
- 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 contact details given to all leaders;

During the visit

Young children must be kept in escort's group at all times. With older children close supervision, is acceptable with suitable checks and contingencies in place.

There should be a system in place to safeguard young people at all times. (eg. toileting arrangements).

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 the school's emergency contact details.

On return

A member of staff must lead the class into school where children can be checked out of the classroom with the usual arrangements.

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

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 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 the visit may have to be cancelled. State when and how you would like to receive payment.

A formal approval from the Headteacher/Finance & Personnel Manager must be sought before deposits paid.

Insurance

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution that 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 well-being 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 - 4.3d-Parental-Consent.

DfE Document: See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014.

Insurance Provision

Teachers should be aware of the school provision for insurance. See the Finance & Personnel Manager who will give you details of the school's insurance for off-site visits.

Transport

Please ensure that a suitable transportation is sought and costed into the price of the trip.

Also, see guidance from OEAP NG - www.oeapng.info.pdf - 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars.

Emergency / Critical Incident Procedures

- All leaders must carry the school's emergency telephone contacts and know the Critical Incident Procedure
- 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).

See OEAP National Guidance document: <http://oeapng.info> - 1a-Critical-Incident-Management-Employer.

Residential Visits

The Headteacher, together with the governing board, will approve all residential trips longer than 24 hours. The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

Monitoring and Evaluation

After a visit, an evaluation is completed using the Evolve system. Any significant issues should be shared with the EVC or the Headteacher.

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

Links with other policies

This policy links with the following policies and procedures:

- Health and Safety Policy
- Business Continuity Plan
- Charging and Remissions Policy
- Behaviour and Relationships Policy
- Child Protection Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy

- Special Educational Needs (SEN) Policy
- Equality Information and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy

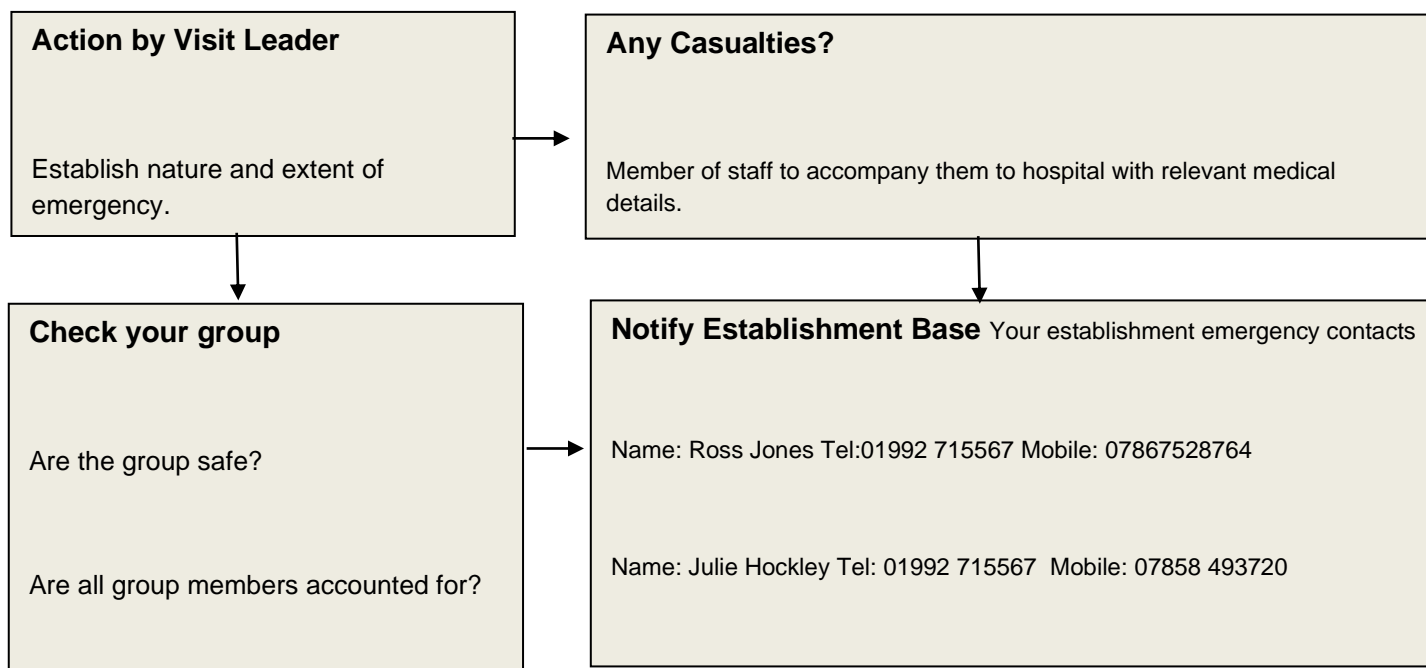
Review

The Governing Board monitors the effectiveness of the policy every 2 years or sooner if required.

Confirmation that the Educational Visits Policy in respect of Upshire Primary Foundation School has been discussed and formerly adopted by the FGB on 28th November 2024

Critical Incident Procedure - ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Agree contact numbers to use and pattern of future contact.

Action by Establishment

