



Educational Visits Guidance

Approved by the LGB:	December 2022
Next Review due	December 2024
Frequency	Biannually

Our School Vision:

We believe every child has the right to be a successful and confident citizen who is able to make a positive contribution to the world they live in.

Our motto is 'Learning today, to make a difference tomorrow'

Our School Values:

Our School Values were updated following a consultation process with our stakeholders. The following table outlines ways in which a child might demonstrate our 4 core values.

Compassion We show kindness to one another We help one another When someone is feeling hurt or sad, we try to make them feel better.	Responsibility We make good choices about our behaviour We are responsible for our learning We care for our environment We are independent learners
Courage We are not afraid to take risks or make mistakes We will have a go at something new We do not give up when we find something difficult We will try things that we may be a little afraid to do.	Respect We show good manners We celebrate differences and similarities We listen to others and their ideas We treat each other as we would like to be treated.

Our School Aims:

- Every member of our school community will understand, live and breathe each of our core values. to challenge, develop and nurture the 'Whole Child' so they are able to grow into confident, resilient and emotionally literate citizens of the future.
- Our children will receive a broad and balanced experience that progressively builds and deepens knowledge, understanding and skills across the curriculum.
- Our school community will work in partnership with parents, carers and governors
- Our children will leave Hatchlands physically and mentally healthy and equipped with the skills to prepare them for their future.
- Our children will have high aspirations and no limits on their learning,
- All children will achieve, regardless of their background or starting points.

Our One School Rule:

We show kindness and respect to everyone.

Purpose and Aims

At Hatchlands Primary School, we believe that educational visits are an important enrichment to our curriculum. They offer pupils many valuable educational experiences and are powerful in developing learning skills and attitudes. They provide meaningful first-hand experiences that would not be available within the classroom. They also provide powerful learning opportunities for important life skills such as personal conduct and accountability, self-organisation and management and engagement with other adults in real-life situations. However, the safety and welfare of children is always of paramount concern – particularly during off-site educational visits.

This policy and its associated guidance, therefore, are intended to ensure that all visits are safe and that maximum educational and personal benefit is achieved.

Approval for Educational Visits

- a) All educational visits must be approved before the visit takes place by the Educational Visits Coordinator (EVC), the Deputy Headteacher. The EVC should be satisfied with the purpose, planning and proposed staffing for the off-site activity.
- b) In order for approval to be given, visits should:
 - Have significant educational value;
 - Have given due consideration to financial and safety aspects;
 - Be suitable for all of the pupils involved;
 - Be inclusive;
 - Be related to the school's seven commitments and/or curriculum theme;
 - Be linked to work within school by preparation and follow-up activity.

For the practical implementation of this policy, colleagues should follow the guidance and information within the [Educational Visits Folder](#).

Roles and responsibilities

The Local Committee should satisfy itself that the appropriate procedures, risk assessments and control notes are being followed. All off-site visits that are residential, abroad or hazardous need to be approved by the Local Committee. Such approval should be recorded in the minutes of the Local Committee under Chair's actions. It is the responsibility of the Local Committee to actively assure themselves of the soundness of any venture.

The Local Committee are able to attend visits as helpers if they wish. With advice from the Headteacher, they keep the school's policy guidelines reviewed and up to date and compliant with any current legislation.

The Headteacher is responsible for authorising all educational visits and signing off all risk assessments prior to visits. They oversee all matters regarding educational visits to ensure that they are purposeful and safe. In practical terms, many of these duties are delegated to the Educational Visits Coordinator (EVC).

The Educational Visits Coordinator (EVC) is the named member of staff at school responsible for overseeing educational visits. They are responsible for ensuring that the local authority's school's policies and procedures pertaining to educational visits are followed and thus the safety and welfare of pupils and adults is secured as far as possible. Their duties include:

- Ensuring that appropriate risk assessments are in place and that measures to ensure safeguarding are being implemented effectively;
- Providing advice, guidance and support to other colleagues in the planning of educational visits;
- Producing and keeping under review and in line with current LA and national guidance and all relevant school documentation;
- Monitoring the implementation of the school's policy requirements and ensuring that relevant documentation is completed within the appropriate deadlines; satisfying themselves that the arrangements made are appropriate in securing maximum safety for all visit participants;
- Maintaining an up to date reference bank of useful visit locations and also guidance and information documentation and ensuring that colleagues are aware of these;
- Offering or procuring relevant training so that they feel confident that any visit leader is suitably briefed and trained to take on their role. This may entail attending a visit as a helper to support monitoring and support responsibilities;
- Acting as visit leader where there is no-one else with the appropriate training or level of experience;
- Forwarding any accident reports etc. to the appropriate LA department;
- Maintaining appropriate records of staff experience and qualifications;

The Visit Leader will be a teacher leading the educational visit. They are responsible, in collaboration with other class teachers, for abiding by the policy guidelines. Their duties include:

- Seeking approval from the EVC for the educational visit to take place;
- Ensure the Trust minibuses have been used as the method of transportation wherever possible
- Writing a risk assessment for the destination;
- Ensuring that all adult helpers that may be left unattended with children (even if just for a brief period) have enhanced DBS clearance. All volunteers helping on the trip who do not have a DBS MUST NOT be left unsupervised with the children.

- Booking the visit and the transport;
- Liaising with the EVC as necessary in completing all of the necessary documentation within the required deadlines;
- Ensuring the EVC/office has a copy of all documentation;
- Organising the actual visit schedule in consultation with teacher colleagues e.g. pupil groupings, ensuring a first aider accompanies the trip, securing the appropriate number of adult helpers and deciding how they will be deployed, disseminating any briefing information, teaching resources etc.
- Leading and managing on the day (although during the trip, when the year group leader is unable to attend, the class teacher will assume the role of visit leader);
- Completing any post-visit evaluation and accident reports in consultation with colleagues as necessary and amending risk assessments where necessary.

Aims of Preliminary Visit

- a) The EVC must ensure that a preliminary visit is carried out where the current circumstances of the site are not known to the group leader. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, the group leader must obtain information on the places to be visited with particular regard to potential hazards,
- b) A preliminary visit is an important and legitimate part of planning for any educational visit. As such, reasonable expenses incurred can be charged towards the cost of the trip, although many companies encourage preliminary visits by offering them at a reduced or no cost.
- c) The preliminary visit will help party leaders to gain a detailed insight into the venue, providing information for risk assessments and operational procedures.
- d) Other purposes of a preliminary visit are to:
 - Check that the venue satisfies the aims and objectives of the proposed visit;
 - Discuss with a member of staff the content of any talk, ensuring that it fits in with the aims and objectives of the proposed visit;
 - Undertake a site risk assessment
 - Check that the venue can cater for the particular needs of the staff and children;
 - Become familiar with the area and surroundings before taking a group there.
- e) In the case of a residential trip, the sleeping areas should be checked that they are adequate for the needs of the group. Sleeping areas may vary, but they should offer:
 - Adequate ventilation;
 - Reasonable washing and toilet facilities;
 - Storage space for personal belongings;

- Sufficient room between beds to allow easy movement, particularly in the event of an emergency

Risk Assessments

- a) It is a legal requirement for a risk assessment to be completed for all off-site visits. It needs to show that a proper check was made, those who might be affected were considered, action was taken to deal with all the significant hazards, the precautions were reasonable and the remaining risk was low. This information must be available as it could be required by a court of law.
 - b) It is the Group Leader's responsibility to complete the risk assessment, although they should seek support if necessary. It is not necessary for Group Leaders to undertake the risk assessment of activities run by external providers, although they should receive a copy of their risk assessment and save it within their educational visits folder.
 - c) Frequent visits do not need a new risk assessment each time; however if circumstances of the visit change at all then the risk assessment should be updated in the light of these changes.
 - d) A risk assessment is considered an evaluation of potential hazards and the level of risk associated with them. The aim is to identify how the hazard and risk can be controlled and reduced so that people do not suffer injury or illness. It is vital that once identified, the control measures are understood and implemented by those involved.
 - e) A risk assessment should be reviewed every time there is a change to the activity, type of group, location; every time a group returns from a journey or visit; every time there is a 'near accident'.
- A 'near accident' can be simply defined as an incident that almost happened and which would have resulted in injury or harm.
- f) Throughout the duration of the visit the group leader and other members of staff should be continually reassessing the risks. Group leaders should trust their professional judgements and understanding of their young people. Ultimately the Party Leader is responsible for the group and should be able to use their own judgements to cancel or alter hazardous activities, even if contracted activity leaders are running them.
 - g) All risk assessments must be authorised by the EVC and the Headteacher before the day of departure of the visit. For residential trips, authorisation must also be made by the Head of Strategic Risk Management and the Chair of the Local Committee.

Health and Safety Guidance for Leaders of Educational Visits

In the interests of safety, visit leaders should ensure they adhere strictly to the following guidance requirements as also outlined in our [FlowChart for Educational Visits document](#).

The Educational Visits coordinator (EVC) is a named member of staff. Please consult them on any matters regarding educational visits.

Additional Information Prior to Visit:

1. There is a wealth of LA guidance on educational visits.
2. Complete and upload appropriate school proformas and [risk assessments](#). Many external organisations will have their own too. Please ask them to send you a copy when you book, particularly accessibility information/risk assessments for wheelchair users.
3. All parental permission slips must be received. If there is no slip then the child cannot take part in the visit. Teachers responsible for trips should regularly liaise with the office staff to ensure we have permission from all parents/carers.
4. Ensure the appropriate number of adult helpers.

Age of children	Adults : Children
Early Years	Children under the age of five participating in a visit require close supervision. There should be a ratio of 1:2. Where there are no significant dangers, a ratio of 1:4 might be acceptable <i>*See note below</i>
Years 1-3	1:6 with a minimum of 2 adults.
Years 4-6	1:10 with a minimum of 2 adults where there are no significant dangers, a ratio of 1:15 can be applied.
Residential trips 1:10.	For primary school aged children, it is appropriate for female staff alone to accompany the group.
<p><i>*The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.</i></p> <p>Information taken from https://oeapng.info/downloads/download-info/4-3b-ratios-andeffective-supervision/</p>	

All adult helpers who may be left unsupervised with children must have undergone a Disclosure and Barring Service (DBS) check. If an adult helper does not have a current DBS check they should always be supervised or in sight of a member of staff.

5. Check with all adult helpers in case there is anyone with a particular medical condition which may affect them on the visit. If so, you need to satisfy yourself as to their suitability and include them in the risk assessment if necessary. If unsure, discuss with the EVC. Also ensure that each helper takes a mobile phone with them and that you record all of their numbers on a risk assessment. Give a copy of this to the office and to all adults going on the visit. They should keep this with them at all times.
6. The Visit Leader should complete and provide all adults with the [‘briefing for parents’ section of Form 3](#) ,hand it out and talk through the risk assessment with all adults on the morning of the visit.
7. When organising coaches, it must be arranged that they arrive/depart at the school at least 30 mins before/end of the school day.

On The Visit

1. Each teacher must have a copy of the risk assessment and contact details of all adults.
2. The Class Teachers should brief all adult helpers on the morning of the visit, sharing the risk assessment, groups lists, medication and other information necessary for the visit. Please see [‘briefing for parents’ section of Form 3](#)
3. The visit Leader should ensure all contact details of adults attending are added to the Volunteer Emergency Sheet on [pg 6 of Form 3- Checklists and Costings](#)
4. All staff and volunteers going on the visit must be competent and fully briefed, including being aware of the risk assessment(s). Each adult must be fully briefed about the purposes of the visit and have all the necessary information and a list of their designated children. Each member of staff should hold a copy of the group lists.
5. Ensure that there is a fully trained first aider on each coach. For EYFS visits, there must be a paediatric first aid trained person present.
6. Ensure you have all the necessary medication for children and staff. Children who are on medication should be allocated to first aid trained staff or teachers wherever possible. The supervising adult must keep the medication with them at all times during the visit.
7. Ensure each adult has their mobile telephone. These should be fully charged, left on and kept with them throughout the visit for use in an emergency.
8. In the event of an accident, please ring school immediately and alert the office.
9. If a child needs to be taken to hospital, the visit leader should ensure a member of staff accompanies them. They should also keep the school fully informed and the school will contact the parents to inform them of what has happened.
10. If you are running late for any reason, please inform the school as soon as possible.

11. Ensure appropriate safeguarding at all times: children must never be left unsupervised and toileting must be overseen by an adult with current DBS– preferably a member of staff.

After the Visit

1. The visit leader must complete an [Evaluation of Trip document](#), in consultation with colleagues as necessary. The evaluation will be saved in your year group folder within 'Educational Visits'.

2. In the event of any accident or near accident, the visit leader or appropriate member of staff must complete the 'near miss report' and amend any risk assessments accordingly. The EVC must be informed of the incident as soon as possible. All completed documentation pertaining to visits will be kept on our staff shared drive and will serve as a reference resource for planning future visits.