



Educational Visits Policy 2024

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Document History			
Version	Date	Author	Note of revisions
1	September 2024	Rachel Jones	

EVC (Educational Visits Coordinator(s))

Mrs Clare Wright – Headteacher

Mrs Nicola Smith- Senior Leader

Mrs Rachel Jones- Deputy Headteacher

This policy is written in line with the advice and guidance given by Hampshire County Council via the platform EVOLVE: ([EVOLVE - Hampshire County Council \(edufocus.co.uk\)](http://edufocus.co.uk)).

Introduction

At the heart of the work and purpose of St Mark’s Church of England Primary School, are our children. Our vision is for all to flourish, excel, be the best they can and achieve the necessary life skills for the future. We have designed, and continue to evolve, our curriculum with great care in order to achieve our vision and ensure our CIRCLE values underpin it. The curriculum is all the planned learning that we organise in order to promote knowledge, skills, personal growth and development. It meets the requirements of the National Curriculum and is designed to reflect the needs of our school and its community. It also covers the range of extra-curricular activities that the school organises in order to enrich the experiences of the children, and includes the “hidden curriculum”, or what the children learn from the way they are treated and expected to behave.

St Mark’s Church of England Primary School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities and adventurous activities.

The purpose of these activities is to:

- enhance the curriculum
- broaden horizons
- develop an understanding of the community
- be fun
- increase self-esteem
- facilitate decision-making
- develop relationship building
- facilitate risk taking
- experience new cultures
- raise aspirations
- take personal and collective responsibility for actions
- inspire and provide motivation
- support inclusion
- enable pupils to have a chance to share
- inspire lifelong leisure activities
- develop creativity
- develop independence
- support an invaluable part of citizenship
- provide hands on, ‘real’ life learning
- facilitate team building
- live and work with others
- create memories for life

The school chooses to record, approve and evaluate all visits via EVOLVE ([EVOLVE-Hampshire County Council](#)). Evolve is recommended as this ensures that a robust audit trail exists, and evidences learning outcomes.

Safeguarding

For all trips any disclosures/incidents will be reported in line with our child protection policy. In advance of a residential trip a DSL will be involved in the planning of the trip and in informing staff who are going on the trip of all relevant information. A DSL will be available at all times, throughout the duration of the trip, either in person on the trip or via mobile phone to support and advise staff on the trip.

Key Personnel -Roles and Responsibilities

The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Head Teacher will sign off all risk assessments. When the Headteacher authorises a visit on EVOLVE, they are confirming that the visit complies with school and local authority policy, and that in their opinion the visit leader and any accompanying staff are competent to supervise the visit.

Final approval is delegated to the Headteacher for all visits, with the exception of:

- Overseas visits
- Residential visits
- Adventurous activity visits

Which the school, using the EVOLVE site, delegates to the LA.

The Educational Visits Co-ordinators ensure that all off-site activities follow the correct procedures. The people with these responsibilities will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits and will approve the visit leader for every visit and monitor the written risk assessments to ensure good practice–via the EVOLVE system. The EVC will sign off each risk assessment prior to final signing off by the Head Teacher. The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary.

The Visit Leader has overall responsibility for managing the visit, including for the health and safety of the participants and the supervision, welfare, learning and development of the participants. They are also responsible for identifying the purpose of the visit. The Visit Leader is responsible for the overall supervision of the visit. A risk assessment is necessary for all off-site visits. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator and Head Teacher at least **2 weeks** in advance of the visit, for residential trips this should be 4 to 6 weeks as it must be approved by County. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will be given a copy of the Risk Assessment. The Visit Leader is responsible for ensuring they have access to all contact details, first aid kits and pupil medication are taken on the visit. The Visit Leader is also responsible for ensuring a list of children going on the trip and the risk assessment are given to the school office.

Significant risks and their control measures will need to be recorded and filed with the EVC. An ECT cannot be named as a visit leader.

Duty Officer/Emergency Base Offices

For trips during the school day, the school office (Liz Watson or Jenny Preston) will be the Duty Officer/Emergency Base Officer (phone number 01252 544155). For residential trips a member of SLT will be the Duty Officer/Emergency Base Officer.

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- All visit leaders will familiarise themselves with the published advice and guidance. Further information is available from OEAP National Guidance.
- Training for group leaders will be arranged, as necessary, to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis, for example swimming. No financial commitment should be agreed until all relevant approvals have been achieved. Those pupils who do not take part in off-site residential trips are offered a similar experience, where possible, within the school grounds and local area. This supports our fully inclusive policy at St Mark's Church of England Primary School.

Risk Assessment forms (see an example below in the appendix) should be completed and lodged with the EVC via the EVOLVE system. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required.

Inclusion- Who can benefit from educational visits at St Mark's Church of England Primary School?

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. St Mark's Church of England Primary School believes that educational visits should be made available to all pupils, including those with educational, physical or behavioural needs.

How can children's individual needs be accommodated? Where possible, reasonable adjustments will be made to accommodate all needs, to avoid participants being placed at a substantial disadvantage. Specific and stringent control measures will be put in place, via the risk assessment process, to minimise any potential risks posed by individuals and ensure that the visit is a safe and enjoyable experience for all.

Behaviour- What are the expectations of behaviour on a school visit?

The school behaviour policy, focusing on reward, choice and consequence, will be reinforced on all school visits. Clear boundaries and high expectations will be set. However, should an incident of unacceptable behaviour occur during the visit, and the Visit Leader perceives it as putting the individual, other children or adult helpers at a high level of risk, the parents/guardians will

be contacted to arrange collection of their child. Should the parents/guardians be uncontactable or unable to collect their child, school will be contacted and an alternative arrangement will be made.

Parent/Carer consent- Written consent from parents is not required for pupils to take part in the majority of off-site 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, as is good practice, we inform parents of these activities. Written consent is always requested for activities that need a higher level of risk management, for example our residential trips, those trips including 'adventurous activities', or those that take place outside school hours. Parents are informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity. The school ensures that changes to parent / carer contact details and child medical details are up-to date. Visit leaders take the children's emergency contact details on the trip or during the school day have access to them via the school office.

Hampshire Educational Visit Emergency Contact Numbers

If, in the case of an emergency, the Emergency Base Officers will contact Hampshire County Council via these numbers:

Daytime: Outdoor Education, PE and DofE Service: 01962 876218

24 hrs: Emergency Planning Team: 07623 960259

HCC provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LA who have been trained to assist if an emergency or serious incident occurs.

Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Headteacher. For all visits the Visit leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

Recommendations from Hampshire County Council via Evolve are that the ratios on trips are as followed:

Reception: 1:6

Key Stage 1: 1:8

Key stage 2 and above: 1:12

For very local and/or low risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists. There will be a minimum of 2 adults on every trip. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency.

When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment. However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. A first aid kit appropriate to the visit will be carried by staff on the trip. When Reception are on a trip there must be a member of staff with them who is trained as a Paediatric First Aider.

Insurance

The school has appropriate insurance through Hampshire County Council. Travel insurance is provided by: American International Group UK Limited via Risk Management Partners (via HCC).

Transport

Trips will always use LA approved coach companies (a list of approved companies is available on the EVOLVE site). Rarely, a private car (staff) may be used to transport young people. If this occurs then it must be approved by the Headteacher, and the individual staff member must hold the appropriate business insurance cover on their vehicle. If a parent chooses to allow their child to be transported by another parent (for example to a local sports match) then they do so at their own arrangement and risk

Appendix

Educational Visit Risk Assessment

Establishment		Visit Leader		Visit Location And phone number	
Coach company				Telephone number	
Other Staff / Volunteers		Date(s) of Visit		Group Size Girls: Boys: Total:	Ratio
Medical needs			Support in place		
Children who require additional support/provision			Support in place		

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Departure time		Expected time of arrival		Departure time from venue		Expected time of arrival at school	
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Preparatory visits by staff Who/when	
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Key Contacts	Visit Leader (name and number):	Emergency Base Contact 1 (name and number):	Emergency Base Contact 2 (name and number):	LA Educational visits emergency contact numbers:
				Daytime: Outdoor Education, PE and DofE Service: 01962 876218 24 hrs: Emergency Planning Team: 07623 960259

Benefits (aims, objectives, intended outcomes...)

Further information
Only adults with DBS check to be left unsupervised with children. Children instructed on appropriate behaviour whilst on the trip

Group	Consider: SEND/ behaviour/ dietary / safeguarding / adults' needs	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

First Aid and Medical Arrangements	Consider: medicine dispensing / equipment / training / nearest A&E	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Leader and Activity Arrangements	Consider: competence / responsibilities / staffing arrangements / self-led activity	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Leader and Activity Arrangements	Consider: competence / responsibilities / staffing arrangements / self-led activity	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Travel and Transport	Consider: supervision of coach / mini-bus / walking / drop off / public transport	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

The Site / Venue and its Environment	Consider: management and supervision on site / proximity to water / public	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Downtime (time spent out of structured activity)	Consider: the supervision and management / remote supervision	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Overnight supervision and time in accommodation (where applicable)	Consider: fire safety / security / sleeping and showering arrangements / other groups in the accommodation / how students seek help at night	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Other factors to consider and note including alternative plans (Plan 'B'/Plan 'C')

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<p>Ongoing risk management:</p> <ol style="list-style-type: none"> 1 Apply the control measures 2 Monitor how effective they are 3 Change, adapt, revise as required 	<p>Examples:</p> <ul style="list-style-type: none"> • monitor the weather • monitor water/river levels/tides • monitor traffic on road • monitor conditions underfoot 	<ul style="list-style-type: none"> • monitor group and leaders' response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults
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Equality Assessment:

Does the trip meet the needs of:	Yes (please explain)	No (please explain)	How will equality be achieved?
both genders, with equivalent facilities?			
pupils from all religious backgrounds? (i.e. does the trip clash with any religious holidays?)			
pupils from all races and ethnic groups?			
able-bodied and disabled pupils?			
the ages of all pupils attending?			

Completed:	Date:
Signed:	Visit Leader: _____ Head of establishment or EVC: _____

This document is based upon the HSE 5 Steps to Risk Assessment : <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

For further support contact Hampshire Outdoors or reference OEAP national guidance: <https://oeapng.info/visit-leader/>