Warton Nethersole's CE Primary School
Phone: 01827 894182 Email: office@bdmat.warton.co.uk

Date Ratified by Governors: **Date for Revision: September 2028**

Educational Visits Policy

Vision and Values



All of our policies are written and implemented with our Christian vision and values at the heart of all decisions made. Our vision and values have been created by the staff, governors and children with the aim of supporting and developing everyone on their personal and collective journeys at Warton Nethersole's CofE Primary School. We place high importance on our vision and our values being reflected clearly in every policy and more importantly in the application of each policy and procedure in daily school life.

We welcome children of all faiths, backgrounds and beliefs into our inclusive community. We seek inspiration from the life and teaching of Jesus Christ to help our children achieve their full potential. We uphold the distinctive Christian ethos and values of the BDMAT when making all decisions and implementing policy and practice. We aim to provide a caring and stimulating environment which promotes a love of learning whilst seeking to inspire every pupil to become a well-motivated, independent and resourceful learner.

Rationale and Introduction

Learning is a continual process and is not confined to the classroom. At Warton Nethersole's, we understand that the provision of a wide range of activities and opportunities for our children makes a valuable contribution to their education. It is vital that full consideration is given to adequate preparation and safety issues. The Educational Visits Coordinator (EVC) and Headteacher, alongside the Visit Leader (usually the class teacher) are responsible for ensuring that this consideration and preparation is in place in order to approve the visit. This policy should be applied to all off site visits, regardless of party size, purpose or location.

This policy is in place alongside the schools Health and Safety Policy, Charging and Remissions Policy and Administration of Medication Policy.

Head Teacher Signature:	LAB Chair Signature: L A Bucby

Employer's Policies and OEAP National Guidance
This policy is written in accordance with the BDMAT Educational Visits Policy and OEAP National Guidance. Warton Nethersole's CE Primary School formally adopts OEAP National Guidance for the management of outdoor learning and educational visits. All staff involved in educational visits are required to follow this guidance alongside the requirements of this policy and BDMAT policies. In the event of any conflict between documents, BDMAT policy will take precedence and clarification should be sought from the EVC (Nadia Kurtulus) or Headteacher (Rachel Sage).

Definition of a Visit
For the purpose of this policy, a visit may include an excursion off site for any length of time. This may include visits in the local area, outdoor pursuit activities, sporting events and residential stays.

Clarification of Roles
Head Teacher- The head should be informed of all visits and they should be approved for the school diary. The EVC will refer any concerns or queries to the head teacher. The headteacher will be aware of their responsibilities and the responsibility of others.
Educational Visit Coordinator- The EVC will be responsible for signing off a trip and inputting information onto the Evolve System. The visit will not go ahead without the acknowledgement of the EVC.
Visit Leader- Every out of school visit will have one Visit Leader who is responsible for the visit which involves writing a risk assessment. The Visit Leader will always be a member of staff and MUST be a member of teaching staff where a whole class visit is taking place. The Visit Leader must have an identified deputy who can take over the Visit Leader Role if necessary.

Purpose and Principles
We aim to:

- enhance and support children's classroom learning
- establish necessary preparation and good practice

There are two types of school visits, those which directly support children's learning within the framework of the curriculum and those which enhance and widen children's experiences-

- Visits may take place within or outside the school day; children in year 6 may take part in residential camps.
- Parents are asked for a contribution towards the cost, otherwise it may not be possible for the visit to take place; the charge made is dependent upon the majority of parents being able and willing to pay the full amount. (See charging policy)
- **All staff are responsible for following this policy when organising and being part of a visit.**

Head Teacher Signature:	LAB Chair Signature: L A Bucby

Practices

Planning the Visit

- All visits are properly organised, researched and costed. The EVC and headteacher should be informed of the trip as soon as possible. Visit Leaders will use The W Planning Checklist (appendix 1) to initially plan a visit.
- The school makes no profit, and is aware of keeping the cost to the parents to a reasonable amount.
- The EVC and Head Teacher must approve all visits, ensuring that adequate preparation and procedures are carried out, and considering necessity of additional insurance cover.
- A copy of all risk assessments must be handed in to the EVC a week before the trip is due to take place.
- For all visits, trips and transport must be booked and parents notified within an appropriate timeframe before the visit takes place.
- Both children and staff dress appropriately for each visit. School uniform is worn by the children, unless it is inappropriate to do so.
- The EVC will add information onto the Evolve system. This will be checked and signed off by the Head Teacher before the visit takes place.

Monitoring

- The Educational Visits Coordinator (EVC) will monitor the planning and approval of educational visits through EVOLVE.
- The Headteacher and EVC may undertake monitoring of visits through discussion with Visit Leaders and, where appropriate, through observation of visits.
- Visit Leaders will evaluate visits and report any significant incidents, near misses or concerns to the EVC.
- The Local Academy Board will receive updates regarding educational visits as part of its monitoring of health and safety arrangements.
- Monitoring outcomes will be used to inform future visit planning and continuous improvement.
- The EVC will maintain records of educational visits and monitor compliance with this policy.

Training and Induction

- The school recognises the importance of appropriate training and support for staff involved in educational visits.
- New staff will receive induction regarding the school's educational visits procedures.
- Visit Leaders will be supported by the EVC during the planning and delivery of visits.
- The EVC will maintain appropriate training and refresher training as required.
- Staff will be encouraged to develop their experience and competence in leading educational visits through supported participation and leadership opportunities.

Head Teacher Signature: LAB Chair Signature: L A Bucby

Leadership and Adult Supervisors

- There is a designated leader, with a member of staff who is able to deputise if necessary (Visit Leader and Deputy Leader).
- Adequate adult supervision is provided. The ratio for one day school visits is 1:4 for Nursery, 1:6 for Reception and KS1 and 1:10 for KS2. Two members of employed staff must be available on every out of school visit. The only exception to this is when local visits on foot are taken and a specific risk assessment is produced.
- For smaller group activities, parents may be asked to arrange transport for their own children. Parents take responsibility for arranging transport and for ensuring the suitability of the person transporting their child.
- All adult supervisors have their responsibilities explained to them and are given a copy of the risk assessment. A list of children's names is carried by each adult. Children with particular needs (e.g. care plan, behavioural, medical) are discreetly identified and considered support is in place. Regular checks on names and numbers are made.
- All adult supervisors MUST be checked by the DBS if they may be left alone with a child / children at any point during the visit. Ideally, additional adults going on the visit will hold a DBS (i.e. lunch time supervisor, volunteer for a youth organisation).
- No alcohol or illegal drugs are consumed by adults or children.

Volunteers

- The school may use a small number of approved volunteers who are regularly involved in school life and known to staff and pupils.
- Volunteers attending educational visits must be approved by the Headteacher and EVC.
- Volunteers will receive appropriate information regarding the visit and their responsibilities.
- Volunteers will work under the direction of the Visit Leader at all times.
- The Visit Leader retains overall responsibility for the supervision, welfare and safety of all pupils throughout the visit.
- Volunteers will not be allocated responsibility beyond that determined by the Visit Leader and school risk assessment.
- Volunteers will not normally be left in sole charge of pupils unless this has been specifically approved by the Headteacher and EVC and forms part of the risk assessment.

Parental Consent

- Parental consent is obtained in writing for sporting events and on Arbor for other off-site visits. Verbal consent is not usually acceptable. In extreme circumstances verbal consent could be granted based on consent being expressed to and countersigned by two members of school staff (one to be SLT).
- Parents/carers are given written details about the trip within a reasonable time beforehand, they are told what the children require (e.g. clothing, food, footwear, money etc.) and asked to give details of any special dietary or other conditions or needs for their child, depending on the nature of the trip. All letters are approved by the EVC or Head Teacher before being sent home.
- For local visits on foot, a letter is sent to parents/carers at the start of each school year requesting permission for any such visits in school time during the year; permission must be given. Staff then inform parents/carers of each local visit as it occurs. This doesn't require additional permission.

Health and Safety / Risk Assessments

- Risk assessments must be carried out according to the guidelines dependent on the category of visit and checked by the EVC at least one week before the visit takes place.
- The risk assessment must be carried out on the proforma provided and should be signed and dated by the visit leader.
- All aspects of the trip must be considered as part of the risk assessment process. This may include, but not be limited to: transport, pupils, general public, staffing, qualifications and competence, weather, illness, unforeseen circumstances, animals and wildlife, activities, venue, trip/fall hazards, behaviour, ratios.
- EYFS and KS1 visits must include a Paediatric First Aider.
- Risk assessments provided by the establishment being visited MAY NOT be used. Visit leaders SHOULD NOT ask for a copy of the providers' risk assessment but it may be appropriate to ask for any information they publish to support Visit Leaders in managing their visit. If the location of the visit holds a LOTC Quality Award we do not need to risk assess the location.
- On residential trips, at least one member of staff must hold a first aid qualification. Where reasonably practicable this should include a male and female member of staff for KS2 residential trips.
- Where a child requires medication to be administered on a visit (excluding inhalers), a trained member of staff will be available where reasonably practicable. Where a pupil has a significant health condition a first aider will be available.

- The visit leader is responsible for children's medication and care plans. (See Administration of Medicine Policy) All asthma inhalers and medication should be named. Care plans must be carried with medication at all times.
- Any incidents, injuries or unsafe practices must be investigated; if possible, eyewitness accounts are recorded for more serious incidents.
- An adult must stop an activity if they believe it to be unsafe. (All staff have the authority to do this on a visit)
- Accidents may be recorded twice – on the school accident report form, and in the site accident book (if applicable).
- The visit leader explains the risk assessment to the children before the visit takes place to ensure the children understand what has been put in place and why. The children can use this information to reflect upon their behaviour and practise both on trips and in non-school activities.
- Where external providers are used, the Visit Leader will ensure that appropriate checks have been made regarding safety management, insurance, licences, qualifications and suitability for the planned activity. Providers holding a Learning Outside the Classroom (LOtC) Quality Badge will normally be deemed to have met these requirements.

Transport

It is understood that pupils may be required to use any range of transport for an educational visit. In all cases the mode of transport must be clearly identified in the letter home to parents.

- Reputable companies must be used for coaches, mini buses and taxis. The EVC and Head Teacher MUST be made aware of the company details.
- Only coaches/ cars and mini buses with seatbelts for all passengers are used for transport.
- Coaches / minibuses should collect and return from the school premises.
- Where public transport is used staff should ensure that the ratio of staff to pupil is at least 1:4 for EYFS and KS1 and 1:6 for KS2 and two members of staff must be present regardless of group size.

Dynamic Risk Assessment

On the visit, visit leaders should be continually aware that circumstances change. Visit Leaders may consider the consequences of:

- poor weather / change in weather
- adult unwell
- return of child due to illness / accident / behaviour / unwilling or unable to continue
- first aid kit inadequate or goes missing
- fire alarm goes off
- uninvited people gate-crash
- lost child
- coach breaks down on motorway/anywhere

Visit leaders should consider if these events are likely and, if so, have a contingency plan within the risk assessment. All members of staff on a visit should be responsible for leading the contingency plan if they deem it necessary.

Behaviour

- It is made clear to the children and additional adults what is acceptable behaviour when they are outside school. The children should always consider others and remember that the good name of the school is at stake.
- A member of staff, in discussion with the EVC and Head Teacher, may refuse to take a child on a visit if they have concerns about the child's ability to behave in a safe and acceptable manner. The child's parents will be informed, and the child attends school for that day; work is set by the class teacher.
- The school's behaviour policy is followed on all visits.

Mobile Phones, Electronic Devices, Trackers and Emergency Contact Information
The school recognises that educational visits can be a source of anxiety for some parents and pupils. However, during any educational visit, responsibility for the care, supervision and welfare of pupils rests with the school and the Visit Leader.

Appropriate supervision arrangements, headcounts, emergency procedures and communication systems are always in place. School staff are responsible for knowing the whereabouts of pupils and for responding to any incident in accordance with educational visits procedures.

Parents should not provide pupils with:

- cards, labels, wristbands or notes containing direct parental contact details for use if they become lost;
- GPS tracking devices;
- Apple AirTags or similar tracking devices;
- smart watches with location tracking functionality;
- mobile phone applications that share a pupil's live location.

If a pupil becomes separated from the group, established school procedures will be followed. Pupils must seek assistance from a member of school staff or another responsible adult identified by the Visit Leader. Contact with parents will be managed by school staff where necessary.

Direct contact between a pupil and parent during a lost-child incident may cause confusion, interfere with established supervision procedures, create safeguarding concerns and delay communication between school staff and emergency services where required.

The use of electronic tracking devices by pupils on educational visits is not permitted unless expressly authorised by the Headteacher and EVC following an individual risk assessment.

Electronic tracking devices may:

- fail due to battery loss, lack of signal or device malfunction;
- create a false sense of security;
- generate inaccurate location information or false alarms;
- be accidentally or deliberately misused;
- create safeguarding concerns if location information is accessed by unauthorised individuals;
- reduce opportunities for pupils to develop independence and personal responsibility.

Parents are asked to place their trust in the supervision and safeguarding arrangements put in place by the school. Throughout all educational visits, responsibility for the supervision and safety of pupils remains with the school and its staff.

Inclusion

- All pupils have an entitlement to participate in educational visits.
- Accessibility should be managed through all and any direct or realistic adaptation or modification.
- All pupils should be integrated through participation with peers.
- All reasonable adjustments should be made to ensure that disabled persons are not placed at a substantial disadvantage.

Finance

Staff should be mindful of the cost of a visit and the range of visits provided throughout an academic year.

- Pupils receiving Pupil Premium will be offered financial support for all educational visits.
- All visits will be paid for via Arbor and payments will be made via this system.

Data Protection

- Information relating to pupils and staff participating in educational visits will be processed in accordance with UK GDPR and the school's Data Protection Policy.
- Relevant information may be shared with external providers where necessary to ensure the health, safety and welfare of participants.
- Visit documentation containing personal data will be stored securely and disposed of in accordance with the school's retention procedures.
- Staff must take appropriate steps to protect personal information whilst on visits.

Personal Property and Valuables

- Pupils are responsible for their personal belongings taken on educational visits.
- Expensive items or valuables should not be brought unless specifically authorised by the Visit Leader.
- The school cannot accept responsibility for loss, theft or damage to personal property unless legally liable to do so.
- Staff should ensure that reasonable arrangements are made to safeguard belongings where appropriate.

Emergency Procedures

These are as follows:

- take emergency number and procedures for out of hours visits
- all staff on visit to have a mobile phone which is switched on
- leave a list of all adults and children taking part in the office
- emergency contacts – leave details in office and take a copy with you
- take first aid kit
- ensure all adult supervisors are familiar with emergency procedures
- in the event of accident or illness, inform parents as quickly as possible

LOCAL AREA VISITS

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum, part of the pattern of the school calendar and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require additional parental consent to that which is granted at the start of each school year on Arbor.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area include the village of Warton and also includes, but is not limited to, the following frequently used venues:

e.g.

- local primary and secondary schools
- Polesworth Library
- The Pingles
- local swimming pools
- Atherstone Cricket Club

Transport to the Local Learning Area

When it is viable to walk to the location of the local learning area visit (i.e. Warton Parish Church) we will. For sporting events, most often parents will be asked to transport and will name the person transporting their child on the consent slip for the competition. This information will be held by the Visit Leader.

Local Learning Area Operating Procedure

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).

These are managed by a combination of the following

- The Head Teacher must give 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.
- There will normally be a minimum of two adults for each LAV.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- 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.
- The activity will be recorded on EVOLVE by the EVC (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

First Aid Policy for LLA

Where possible and practicable a first aider will attend the LAV. Staff attending the visit will take a first aid kit with them. When parents are staying on site for the visit (i.e. sporting event outside of school hours) they will administer first aid to their child.

Review Period for the Local Learning Area

This policy is updated and reviewed every two years, where it is agreed and ratified by the LAB.

Monitoring for the Local Learning Area

Governors are invited and welcome to join any of the LAV which take place within the school day or join staff at sporting events.

Head Teacher Signature:	LAB Chair Signature: L A Bucby

Appendix 1- Educational Visit planning form

Why- *the purpose and benefits to teaching and learning; the key objectives of the visit*
What- *the specific nature of the activity (is it outdoors, residential, involve open water?)*
Where- *location, venue, provider, facilities. Does it hold LOTC Quality Award?*
When- *dates and timings of the trip*
Who- *number of pupils participating, age of children. Staff involved. Group dynamics including any additional needs of pupils.*

Head Teacher Signature:	LAB Chair Signature:

Wheels- *transport and travel arrangements including providers.*
With what- *total cost of the visit, cost per pupil, equipment you might need*
What if- *specific considerations for the risk assessment (potential hazards, etc.)*
What else- *other important information you will need to consider including letter to parents, consent, etc.*

Head Teacher Signature:	LAB Chair Signature: