



## Rationale

Educational experiences outside the classroom or normal learning environment are effective, complimentary and often essential for delivering the curriculum and providing excellent learning and character development for children and young people. Offsite educational visits:

- raise achievement by boosting self-esteem and motivation
- develop key skills
- develop social education and citizenship
- enable children to learn in different ways
- develop a fuller understanding of the world around them
- promote health and fitness

## Guidelines

The following guidelines support the planning and implementation of educational visits organised by Priory CE Academy. The academy adheres to the Guidance for the Management of Outdoor Learning (GMOL) document (May 2019) and all visit leaders are required to read this document. All visits outside of school property are recorded, along with relevant risk assessment on the authority's system: eVisit.

### The Principal at Priory CE Academy's role is:

- Check that the role of the Education Visits Leader (EVC) is suitably appointed.
- Ensure contingency planning is in place.
- Advise the EVC where necessary.
- Monitor the EVC for requirements of GMOL.
- To carry out the final check and assessment of the visit leader's planning and risk assessments for education visits on eVisit prior to a visit.
- The governing body or local authority have approved the visit if necessary.
- Provide visit leaders with an out of office/emergency contact number.

### Educational Visits Coordinator (EVC) will:

- Ensure educational visits meets the employers and school's requirements.
- Support the Principal and Governors with approval and other decisions.
- Assess competence of prospective leaders and staff.
- Ensure risk assessments are completed and meet requirements (eVisit) and send to Principal for final checks.
- Organise training and induction for staff.
- Ensure there is a system in place where parents are informed and give their consent.
- Ensure emergency arrangements are in place and staff are aware of these.
- Keep records of visits (eVisit), accident or incident reports.
- Review systems and monitor practice.
- Ensure that the (eVisit) has been completed in the adhered time frame (see EVISIT Notification)
  - For all **standard trips** across a day, an eVisit form must be submitted a **minimum of 2 weeks** before the trip date
  - For a **residential visit** an eVisit form needs to be submitted a **minimum of 4 weeks** before the date and for a foreign visit an eVisit form needs to be submitted 8 weeks prior to the trip.

### The Visit Leader

The visit leader is responsible for the suitable planning of a visit and have overall responsibility for the supervision and conduct of the visit.

#### The visit leader should:

- Ensure they have read 'Guidance for the Management of Outdoor Learning' document on eVisit.
- Check the suitability and cost viability of visit with the Principal.
- Organise staff appropriately for visit.
- Inform relevant staff members and add to diaries.
- Complete an eVisit entry at least 2 weeks prior to a visit (standard trips).
- Inform parents and send out a trip letter.

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- Complete all relevant risk assessments (using eVisit).
- Be able to control and lead pupils of the relevant age range.
- Be suitably qualified if they are instructing an activity.
- Undertake and complete planning and preparation of the trip.
- Risk Assessment – considering medical/SEN needs.
- Ensure they have first aid kits, appropriate medical equipment, and a list of emergency contact numbers as necessary.
- Have the upmost regard for health and safety of the group at all times regardless of the opinion of others.
- Have an awareness of the pupils attending the visit and their suitability (including medical and SEN).
- Observe the guidance set out for teachers and other adults (see below).
- Ensure that pupils understand their responsibilities (see below).
- Ensure all staff are aware of procedures, exits and meeting points in the event of an emergency.
- Travel times are shared with the office.
- The school has the contact details of the venue and the Local Authority number (01782 234567).
- The school also has contact telephone numbers for all the staff and adults on the visit, as well as copies of consent forms and contact details for all the parents/carers.
- A copy of 'Emergency Procedures' is taken on all visits – the final page of this document.

#### Other teachers and adults involved in a visit must:

- Do their upmost to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would ('in loco parentis').
- Follow the instructions of the group leader and help with control and discipline.
- Volunteers and/or parents should not have sole responsibility of pupils.
- Consider stopping the activity if they think there is a risk to health and safety.
- Along with the group leader, ensure that the pupils are aware of their expectations for behaviour during the entire visit, including when using transport.

#### Responsibilities of pupils

The group leader (and other adults during the day) should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow instructions of the leader and other adults at all times.
- Behave responsibly and in a positive manner (in line with our policy and expectations).
- Inform the group leader or another adult if they think that anything will affect their own or another group member's health and safety or well-being.
- Follow instructions when using transport of any description.

#### Parents

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions (when appropriate for longer visits). The group leader should also tell parents how they can help prepare their child for the visit, i.e. appropriate conduct, clothing, food etc.

#### Parents must:

- Provide the group leader with emergency contact number(s) if necessary.
- Sign the consent form.
- Provide the group leader with any relevant information regarding their child's health or behaviour that the group leader may not already be aware of.
- Some local visits, i.e. walks, visits to the park, visit to the local high school, visits to church are consented through the home-school agreements; however, notification should be given to parents about any planned local visits (often through Class Dojo).

#### Communication (letters)

Clear information should be provided to parents/carers through letters (electronic or paper); posts on Class Dojo; and/or briefing meetings for residential visits. Letters should include:

- Dates and times of visit.
- Mode(s) of travel.
- Details of accommodation – if applicable.
- Names of staff and other adults as appropriate.
- Objectives and details of the activities.
- Any clothing, equipment, food or money to be taken.

### **Risk Assessment**

A risk assessment (see Sample Risk Assessment on eVisit) should always be carried out before setting off on a visit, using eVisit. The risk assessment will decide the adult: pupil ratio as each trip and each cohort is different. On eVisit, the 'Advice for different types of trips' working document should be referred to (this may help staff to consider the risks when on a range of visits (e.g. coastal trips, farm visits, residential trips, etc.)

The risk assessment should also include:

- The risks and levels of risk (high, medium, low).
- Who is affected by the risks.
- The safety measures in place as necessary.
- The steps that need to be taken in an emergency.
- The type of activity and the level of which it is being undertaken.
- The location.
- The competence, experience and qualifications of relevant staff as necessary
- The group members' age, competence and fitness as necessary.
- Seasonal conditions, weather and timing as necessary.
- Individual pupil needs (medical/ SEND/ etc.)

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if the pupils or adults are in any danger.

If you are unsure when considering the Risk Assessment, remember 'SAGED':

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Insurance issues? Licensable?
- Group characteristics – Prior experience? Ability? Behaviour? Special and medical needs?
- Environmental conditions – Like last time? Impact of weather? Water levels?
- Distance from support mechanisms in place at the home base – Transport? Residential?

### **Pre-Visit**

Wherever possible and necessary the group leader should undertake a pre-visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils and is researched whether through the internet or a simple phone call.
- Ensure that the group leader is familiar with the area before the visit.

If it is not feasible to carry out a pre-visit, then a minimum measure to contact the venue and seek further information, including obtaining their own risk assessment for their venue, if applicable. In addition, it may be worth seeking information from other schools who have attended the venue. If walking in remote areas, the Tourist Board can be contacted to obtain further information.

### **General First Aid**

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities and overnight stays, it is advisable to have at least one trained first aider in the group (provision of the provider

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should also be considered). The group leader must ensure that first aid bags are taken, and that all adults are aware of where first aid provisions can be located during the course of the visit) if more than one vehicle is needed, or if groups are split, consider more than one first aid bag (this may be dependent upon the venue and the provisions in place). The contents of the first aid bag may depend on the planned activities.

Specific medical needs for individual children need to be closely considered and catered for: children with individual needs should be considered within the trip risk assessment (or have their own where necessary).

## Supervision

It is important to have a sufficient ratio of adult to pupil supervision. The following factors need to be considered:

- sex, age and ability of the group
- general behaviour and attitude of the group
- SEND pupils
- Medical needs
- nature of activities and their location (i.e. remote areas)
- experience of adults in visits
- type of any accommodation
- competence of staff

As general guidelines, consider the ratios below; however, carefully consider the cohort in question regarding the bullet points above:

EYFS 1:4/5

KS1 1:8

LKS2 1:10

UKS2 1:12

Regardless of these ratios, visits must be assessed individually, where visit leaders are unsure, advice should be sought. These ratios do not include residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone, students and volunteers with appropriate clearance may be used to supplement the supervision ratio. The group leader must have an awareness of all adults supervising the visit.

Visit leaders need to use their professional judgement when visits involve public transport and reconsider ratios to ensure the safety of all individuals.

## Emergency Procedures for Visit Leader summary (LA guidelines) – detailed version on last page

- Call Emergency services
- Call school link person (i.e. Executive Principal/**Principal**/SLT/EVC)
- Call LA – 01782 235186 and ask for the Director on call
- Manage the situation to the best of abilities and await instructions
- DO NOT talk to the press - emergency services will make an initial statement

## Accident Reporting and Recording

Any accidents or near misses need to be reported in writing electronically. This must be completed in the event of a serious injury or the pupil being sent off to hospital from the school. Keep all relevant documents relating to the visit (including consent forms for those involved) and ensure the incident is recorded on CPOMS. This is the same in the event of a 'near miss' within the school.

If staff have any questions or queries regarding this, then please speak with a member of SLT.

## Monitoring and Review

This policy will be reviewed every two years. In the event of any concerns of issues, the effectiveness of this policy will be reviewed by Senior Leaders and Governors.

Policy Author: Lee Facey

Date of Review: September 2027

## **Emergency Planning and Critical Incident Support TO BE TAKEN ON ALL TRIPS**

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality;
- is at serious risk; or
- has gone missing for a significant and unacceptable period.

### **OUT OF HOURS SUPPORT**

The number to call if you are a Visit Leader that requires Local Authority support with a critical incident on a school/service trip out of hours is **01782 235186**.

If you require LA support for a critical incident or need to notify the LA of a critical incident you should now do the following:

- Call **01782 235186**;
- Inform the operator that you are a Visit Leader on a school or *[insert name]* service trip and a critical incident have occurred;
- Provide the operator with information about the incident, including your contact details.
- Ask the operator to contact the Director on Call
- The Director on Call will then contact you to obtain further information and help to co-ordinate the City Councils Response. The Director on Call will either advise you on what to do straight away or they will call you back.

It may be that no action is required if the incident is under control, and the school/service of contact has made the appropriate phone calls to parents, Headteacher/Head of Service, and other relevant people. However, the Director of the Call may decide to involve the Director of People's Services, and the Chief Executive, depending on the nature and severity of the incident. The Director on Call will also ensure that the LA press office are notified so that all press enquiries can be directed to them.

### **SUPPORT DURING SCHOOL/OFFICE HOURS**

If a Visit Leader requires LA support with a serious incident during school hours, they – or a senior member of their establishment team – should call the Director of People's Services on 01782 236100 and explain the situation directly to this person. If the Director is unavailable, you will either be transferred to the Director on Call or you should call 01782 235186 and follow the above procedure for out of hours incidents.

**In the event of an incident, all press and media enquiries will initially be dealt with by the emergency services.** No member of the party should speak to the press except to inform them that a statement will be issued in due course.

**SUMMARY:**

- Call Emergency services
- Call school link person (i.e. Executive Principal/Principal/SLT/EVC)
- Call LA – 01782 235186 and ask for the Director on call
- Manage the situation to the best of abilities and await instructions
- DO NOT talk to the press - emergency services will make an initial statement