

# Educational Visits Policy



**WARREN FARM**  
PRIMARY SCHOOL

**Approved by:** Governors **Date:** 19/10/2023

**Last reviewed on:** 08/10/2023

**Next review due by:** 08/10/2024

## **1a. Introduction**

Educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good primary teaching practice. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and safeguard children, teachers and volunteers. Each visit is designed to provide a rich, learning experience for pupils in a safe, managed environment. The following guidelines support the planning and implementation of educational visits at Warren Farm Primary School.

## **1b. Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Warren Farm Primary School:

- Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance**.
- Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance. In the event of any apparent conflict between Warren Farm's policy or National Guidance, then the school's policy must be followed and clarification sought from the EVC (Educational Visits Co-Ordinator) or management.

## **1c Types of Visit & Approval**

There are three 'types' of visit:

- **Visits/activities within the 'School Learning Area – ZONE 1' that are part of the normal curriculum and take place during the normal school day.** These visits will not require any extra authorisation or individual parental consent. These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- **Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**  
These are discussed and verbally approved by the Head Teacher, subsequently an EVA (Educational Visits Authorisation) form is completed (Appendix 2) submitted to the EVC (Educational Visits Co-Ordinator) for checking. The EVC then submits this to the Head Teacher for approval.
- **Visits that are overseas, residential, or involve an adventurous activity.**  
These follow step 2 above, but the Head Teacher then submits the visit to the Governing Body for approval.

## 2. Head Teacher/ Senior Leadership/ Governing Body Responsibilities

**The Head Teacher** has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the Governing Body for approval.

**The Educational Visits Coordinator (EVC)** is and Mr Taylor (Head Teacher), who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans (completing the EVA) before submitting them to the Head for approval.

**The Governing Body's** role is that of a 'critical friend'. They have an understanding of how outdoor learning, off-site activities and visits support a wide range of outcomes for children and young people. Their role is to monitor policies and procedures, promote inclusion and ensure that an appropriate EVC is in role.

Mr Taylor (Head Teacher) and Mrs Nandhra will endeavour to ensure that:

- A suitable Visit Leader is appointed;
- All required actions have been completed before the visit begins;
- Risk assessment templates are completed and authorised prior to the visit taking place;
- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- A named Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with academy staff;
- The Visit Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- The Visit Leader and other supporting adults are aware of the academy's policies and protocols for off-site emergency situations (e.g. child missing/ absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors/supporting adults accompanying pupils on residential visits will have DBS vetting check clearance.
- The Trustee Board has approved the visit if necessary (an essential requirement for residential visits);
- Signed parental consent forms are completed for all pupils;
- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return, are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained in the academy;
- There is a register of all the adults and pupils in the travelling group with the contact details of parents/guardians

## 3. The Visit Leader

A nominated qualified teacher will be appointed as Visit Leader. They will have overall responsibility for the supervision and conduct of the visit. The Visit Leader will:

- Adhere to the academy's Educational Visit planning process;
- Appoint a deputy leader who will be fully briefed in all aspects of the visit;
- Be able and experienced in working with pupils of the relevant age range;
- Be conversant in the good practice for that activity;

- Be suitably qualified if instructing an activity;
- Undertake and complete the planning and preparation of the visit including the briefing of supporting adults and parents/guardians;
- Undertake and complete comprehensive risk assessments;
- Have regard to and monitor the health and safety of the group at all times;
- Know all the pupils proposed for the visit to assess their suitability. This may include creating individual pupil plans for pupils who present a known elevated risk e.g. a pupil who has previously absconded from an educational visit;
- Observe the guidance set out for teachers and other adults below;
- Ensure that pupils understand their responsibilities.

#### **4. Other teachers and adults involved in an educational visit**

Teachers on educational visits act as employees within the terms and conditions of their employment contract. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the Head Teacher and Trustee Board if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/guardian;
- Ensure they follow the instructions of the Visit Leader and help with control, discipline and attainment of learning outcomes. Non-teachers will not have sole charge of pupils except where risks to health and safety are minimal;
- Cease the visit or any activity if they think the risk to the health or safety of the children in their charge or adults is unacceptable.

#### **5. Pupil Responsibilities**

The Visit Leader will prepare pupils prior to the educational visit to ensure they understand that:

- They must follow the instructions of the Visit Leader and other supporting adults;
- They dress accordingly to the visit type and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that they may endanger themselves or the group.

Any children whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend the visit (this would be supported by a Risk Assessment). The curricular aims of the visit for these children, will be fulfilled in other ways.

#### **6. Parents/Guardians**

The Visit Leader will ensure that parents are given full information about the purpose and details of the visit. Where appropriate, parents/guardians will be invited to a briefing session prior to the visit. The Visit Leader will also inform parents/guardians how they can help prepare their child for the visit.

Parents/guardians must:

- Sign the Visit Consent Forms;
- Provide the Visit Leader with named emergency contacts & telephone numbers;
- Give the Visit Leader all known relevant information about their child's health which might be relevant to the visit.
- Where there are known health requirements, they must ensure the academy has the appropriate medication (e.g. inhalers, Epi-pens) and where appropriate written instructions on administration and frequency of medication. Where the academy does not have the required medication for a pupil with known health requirements, such children will not be allowed to participate in the planned visit.

## **7. Risk Assessment**

A risk assessment will always be carried out prior to the visit. The risk assessment will include the following considerations:

- Identification of known/possible risks;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to children for this visit.

The Visit Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- The supporting adults competence;
- Children with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

## **8. Exploratory visit**

Wherever possible the Visit Leader or nominated person **will** undertake an exploratory 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 in the group;
- Ensure that the Visit Leader and/or participating adult are familiar with the area/venue. In exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review.

## **9. First Aid**

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad one trained first-aider will accompany the group. All adults in the group will be advised how to contact emergency services and procedures for liaising with the academy should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken.
- A named person will be appointed to be in charge of first-aid arrangements.
- An emergency contact sheet will be included in the first-aid box.

When signing consent to the educational visit, the Head Teacher will assess if the level of first-aid is adequate.

## **10. Supervision**

It is important to have a sufficient ratio of adult supervisors to children for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Special needs children;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, general and related to specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

As Warren Farm Policy, the following ratio of adults to children will be used:

Nursery and Early Years, visits off-site may be as low as: 1:2

Key Stage One, visits off-site on foot: 1:10

Key Stage One, visits off site involving public transport: 1:5

Key Stage Two, visits off-site on foot: 1:10

Key Stage Two, visits off-site involving public transport: 1:10

Regardless of the suggested ratios above, each visit will be assessed individually through the academy's risk assessment procedure for educational visits. These ratios do not include residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use academy staff alone. Parents/volunteers may be used to supplement the supervision ratio. They will be carefully selected and ideally they should be well known to the academy and the pupil group.

All adult supervisors, including academy staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any children who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and children, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

Whatever the length and nature of the visit, regular head counting of children should take place. The Visit Leader should establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader will ensure all participating adults are aware of the academy's emergency situation protocols and their roles in implementing such protocols.

These include:

- Child Missing whilst on an Educational Visit
- Child Absconding from an Educational Visit
- Accident or Injury whilst on an Educational Visit

Mobile telephone numbers of the Visit Leader and all adults supporting the visit will be exchanged prior to commencing the visit.

## **11. Photography**

Warren Farm Primary School does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned, authorised or issued by the academy. Please note this includes data memory cards. Adults supporting the educational visit who will be using the academy's equipment will be required to read and sign the academy's ICT Acceptable Use Agreement prior to commencement of the visit. The Visit Leader will ensure written parent / guardian consent is obtained before taking / using photographic images of pupils. This will include explicit consent for any planned use of images on the academy's website, the internet or release to the media.

## **12. Preparing Pupils**

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

Pupils must understand key safety information. This includes:

- The aims and objectives of the visit/activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group;
- Emergency procedures;
- Rendezvous procedures.

### **13. Transport**

**Coach** - If using Coaches for transport a reputable company will be used where the drivers are vetted. In most cases the school will seek to use Attain Travel.

**Mini-Bus** – Where appropriate the school will use their own mini-bus for transport needs

- The minibus will be driven by a member of staff with appropriate qualification.
- Pupils will wear seatbelts at all times, until instructed by teacher in charge.
- Apart from driver, another adult will accompany the journey and sit with the pupils in the back to supervise.

In addition to above all pupils should be made aware of basic safety rules including:

- Arrive on time and to wait in a safe place; when crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group.
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;
- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

### **14. Pupils with special educational and medical needs**

The Head Teacher will not exclude children with special educational or medical needs from educational visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage. Mrs Gillian Barr and the Special Educational Needs Coordinator will inform this planning.

### **15. Communicating with Parents/Guardians**

Parents/guardians need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil's health and safety will be included in a letter to parents/guardians prior to each visit:

- Dates of the visit;
- Times of departure and return;
- Mode(s) of travel including the name of any travel company;
- Details of accommodation with security and supervisory arrangements on site;
- Names of the Visit Leader, staff and other accompanying adults;
- Visit's learning objectives;
- Details of the activities planned and of how the assessed risks will be managed;

- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- Clothing and equipment to be taken;
- Money to be taken (if any);
- The information to be supplied by parents and details of what they will be asked to consent to.

## **16. Swimming + KSSP Competitions + Dismissal of pupils after evening activities**

Swimming:

As part of Warren Farm's normal curriculum pupils will be taught to swim. These lessons will take place at a Council pool and will be led and overseen by qualified swimming instructors plus staff from school. Children will walk to and from the pool and will be overseen by two members of staff during the walk. Pupils' behaviour in the changing room will be monitored but not directly supervised unless a staff member needs to intervene on the grounds of safety or behaviour. As this is part of the schools normal curriculum and within the 'School Learning Area' **ZONE 1** procedure in Appendix 1 will be followed.

After School Competitions – **ZONE 2**

As Warren Farm is part of Kingsbury School Sports Partnership CIC, competitions after school are a regular occurrence. At least two members of school staff will always accompany the children and transport will be usually on schools minibus (unless a greater number of seats is required).

Dismissal of pupils after evening activities/competitions

Where a visit or activity finishes outside of the schools usual opening hours, and the school has arranged or provided transport back to the premises, pupils will be dismissed by staff into the care of their parents/guardian or will be allowed to walk home, depending on request stated on the parental consent form.

Residentials – **ZONE 3**

Whilst residential visits have been referred to in this document they require further procedures to be in place, as directed by Head Teacher and Trustees.

# Appendix 1

## School Learning Area – ZONE 1

### General

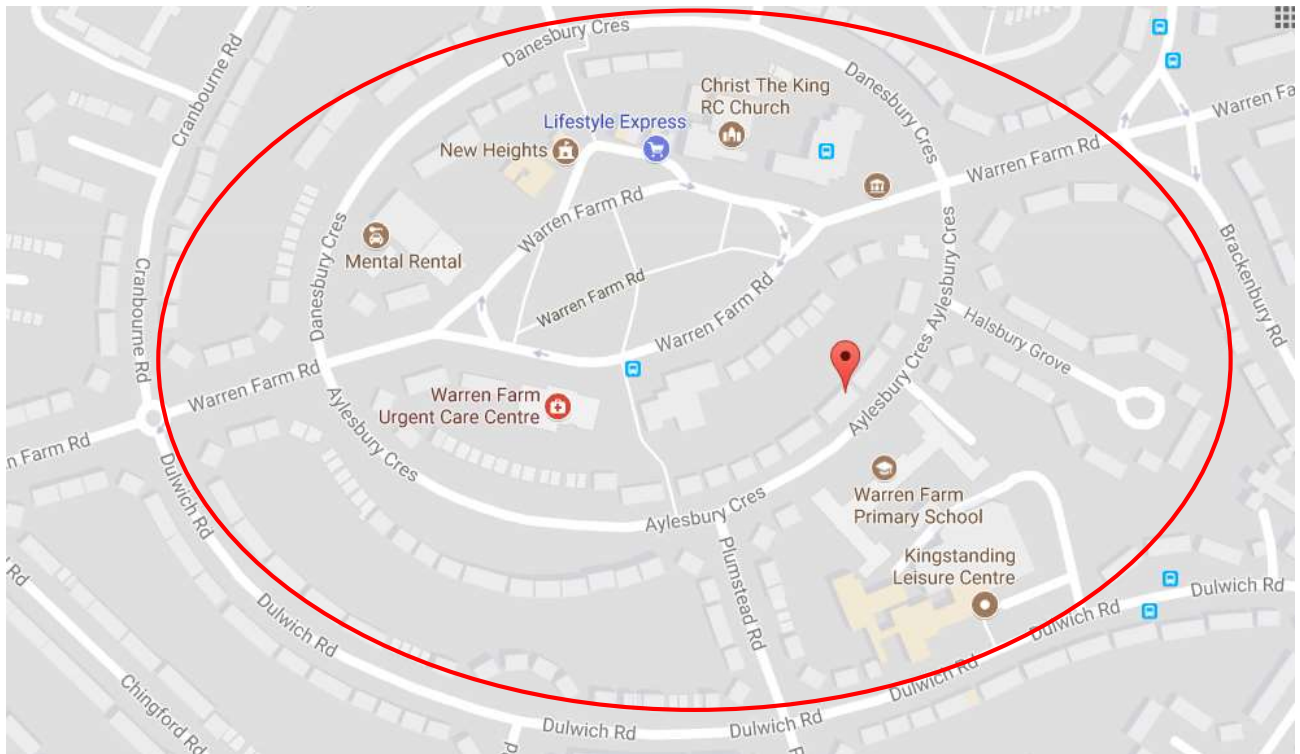
Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day and immediately afterwards will follow the Operating Procedure below.

These visits/activities:

- Do not require parental consent, although notice will usually be given to parents / carers (either electronically or by letter).
- Will still have an all encompassing risk assessment created, submitted and approved via the EVC for all trips to this venue, following the standard practice for all non-residential educational visits conducted by WFPS. (These EVA forms will be reviewed termly or earlier if required)

### Boundaries

The boundaries of the School Learning Area – ZONE 1 are shown on the map below.



This area also includes, but is not limited to, the following frequently used venues:

- *Old Peoples home*
- *Kingstanding Leisure Centre (swimming)*

## ZONE 2

Any visit beyond the 'School Learning Area – ZONE 1' or those that require transportation will need parental consent and EVA risk assessment completed and signed by the Head Teacher or EVC.

## ZONE 3

Residential – see previous paragraph.

## **Charging / funding for visits**

Warren Farm Primary School does not charge parents / carers for educational visits which take place during the school day or form part of the school's curriculum, or for the transport to said visits.

However where a trip or activity does incur a cost to the school a financial donation may be sought. In these cases parent's / carers will be informed of the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per student which would be required if the activity were to take place.

The information will emphasise that there is no obligation to contribute and that no student will be excluded because parents are unwilling or unable to contribute.

Where an activity falls outside of school time and does not form part of the school's curriculum a decision regarding charging will be made on a case by case basis, however any charge made in respect of individual pupils will not exceed the actual cost of providing the activity or visit, divided equally by the number of pupils participating.

## Appendix 2

### Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office, Head Teacher or School Business Manager).
2. This nominated base contact will either be an experienced member of the senior management team, who will be able to contact the Head Teacher.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will also be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s follow the 'Critical Incidents Policy' and will request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry a Emergency Procedure Card to remind teacher of actions to take.

## Appendix 3

### Planning an Educational Visit

1. Class teacher choose an appropriate location and focus for a visit liaise with Head Teacher, EVC and Topic Subject Leader as to the suitability of trip.
2. Check school diary with Head Teacher to confirm suitability of dates.
3. Liaise with Admin Assistant who will book the visit / required transport on your behalf.
4. Admin Assistant to confirm booking of visit and transport ( if required) with class teacher.
5. Visit leader to establish required adult: child ratio dependent on type of visit. If additional support is required, Visit Leader must liaise with Line Manager/ EVC/ Deputy Head Teacher/ Head Teacher at this point in the process to authorise the staff required.
6. Before the visit date, Visit Leader is required to complete the risk assessment with the EVC Leader. Risk assessments must contain names of children with specific needs, the names of all accompanying adults and the number of parent helpers who have confirmed their attendance. Where a new venue is being visited a 'rekki' visit should be carried out by staff if possible. EVC leader to ensure the risk assessments are fully completed to the required standard.
7. EVC Leader to communicate with Visit Leader about any discrepancies found within the risk assessment. EVC leader will pass risk assessment on to the Head Teacher for approval.
8. The Head Teacher's approval must be given before any visit can take place.
9. Teachers will review the risk assessment noting any issues that arose that could influence a trip in the future.

## Appendix 3 – Planning an Educational Visit Flowchart

Class teacher choose an appropriate location and focus for a visit liaise with Head Teacher, EVC and Topic Subject Leader as to the suitability of trip.



Check school diary with Head Teacher to confirm suitability of dates.



Liaise with Admin Assistant who will book the visit / required transport on your behalf.



Admin Assistant to confirm booking of visit and transport ( if required) with class teacher.



Visit leader to establish required adult: child ratio dependent on type of visit. If additional support is required, Visit Leader must liaise with Line Manager/ EVC/ Deputy Head Teacher/ Head Teacher at this point in the process to authorise the staff required.



Before the visit date, Visit Leader is required to complete the risk assessment with the EVC Leader. Risk assessments must contain names of children with specific needs, the names of all accompanying adults and the number of parent helpers who have confirmed their attendance. Where a new venue is being visited a 'rekki' visit should be carried out by staff if possible. EVC leader to ensure the risk assessments are fully completed to the required standard.



EVC Leader to communicate with Visit Leader about any discrepancies found within the risk assessment. EVC leader will pass risk assessment on to the Head Teacher for approval.



The Head Teacher's approval must be given before any visit can take place.



Review the risk assessment noting any issues that arose that could influence a trip in the future.

