

Hornsea Burton and Skipsea Primary Schools Educational Visits Policy Statement

Last updated: Spring 2016 Date for next review: Spring 2018

Introduction

All offsite visits and activities that are organised and undertaken by the schools are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

Both schools aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. Both school’s head teacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

Both schools offer a wide range of educational visits, including: visiting places within the local Communities such as the museum, church and leisure centre, visiting places further afield such as Hull, Burton Agnes, York, Yorkshire Sculpture Park etc.

The schools have also previously organised residential visits for Y5/6 children to Kingswood near Sheffield and also Kingswood near Doncaster for a weekend.

Compliance

Our policy is to comply with the LA’s Educational Visit Code of Practice and Safety Guidelines. This Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health and Safety policy
- Charging policy
- Equal Opportunities/Inclusion/SEN

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA Educational Code of Practice and Visits Guidelines are accessible via the LA Educational Visits webpage http://www.eastriding.net/educ_visits/index.shtml and also via ROVER Online <https://www.eastriding.gov.uk/eforms> (username/password required from the LA Educational Visits Consultant).

Each member of teaching staff has their own password and username in order to complete Rover forms online.

Hard copies of these policies and guidance documents can be accessed in the school staffroom at each school.

Roles and responsibilities (for details see LA Educational Visits Code of Practice)

The Head teacher has overall responsibility for all educational visits taken by both schools.

New/Acting Head teachers will contact the LA for guidance on taking up the position, and will access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits. If the Headteacher is absent or unavailable, the EVC will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) for Hornsea Burton is Mrs Leanne Hansell (appointed 01/05/09, trained April 2009 inhouse training and then February 2010 LA training and has had refresher training) and the School's Educational Visits Coordinator (EVC) for Skipsea is currently Mr Luke Fletcher (appointed January 2013 and had training).

The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Head teacher, including recommendations regarding the approval of visits.

New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by Mrs Inns at Hornsea Burton and by Mrs Drewery at Skipsea– this role involves sending out parent letters/obtaining medical details and consent forms.

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is **Mrs S Hammond**
The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.

The LA Educational Visits and Outdoor Learning Consultant is Mr. Taff Bowles (tel 01482 392417 email taff.bowles@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Head teacher
- the LA Educational Visits and Outdoor Learning Consultant
 - other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided should be maintained by **the EVC** and stored **in the EVC file in the staffroom**.

The school ensures the following training opportunities with regard to ed. visits are made available:

- **Training for Headteachers from LA (including update every 3 years)**
- **Training for EVC from LA (including update courses every 3 years)**
- **Training for Visit Organisers and Group Leaders-inhouse every two years**
- **Training for NQTs and new staff-inhouse as needed (before they organise a visit)**

Monitoring

To assure quality of standards on educational visits...

- **the school's Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.**
- **Any records of these monitoring visits will be stored in the EV file.**

The following should be read in conjunction with the corresponding chapters in the LA Educational Visits Guidelines, and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

- **ROVER online form**

Category 1 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 1 visits should be submitted for approval:

- **at least 2 weeks in advance of the first of a series of visits.**

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

- **ROVER online form**

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

- **In addition, the Governing Body will be informed of visits that will take/have taken place as part of Head's report each term to full governing body.**

Category 2 visits should be submitted for approval:

- **at least 2 weeks in advance of the first of a series of visits.**

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using **ROVER Online**

Category 3 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

Category 3 visits should be submitted for approval:

- **at least 6 weeks in advance of the first of the visit.**

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using **ROVER Online**

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

Category 4 visits should be submitted for approval:

- **at least 6 weeks in advance of the first of the visit**

For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life.

e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A

a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A

All Sub Category “A” visits should be recorded using **ROVER Online**

All Sub Category “A” visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

All Sub Category “A” visits should be submitted for approval:

- **at least 6 weeks in advance of the visit**

All staff who lead visits are required to input their own information and assurances on ROVER Online and are required to have their own ROVER username and password. Staff can request their own ROVER username/passwords by contacting directly the LA Educational Visits Consultant.

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- **The Head teacher or EVC will always ask for advice from the LA (Taff Bowles) if ever considering exclusion of a pupil from a visit and will inform Parents and LA re the decision and will keep written record of decision and why if child is excluded from going on a visit with the paperwork for that particular visit.**
- **The Head teacher or EVC will always ask for advice from the LA (Taff Bowles) if there arises an issue regarding inclusion of all those with special/medical needs on an educational visit.**
- **The schools would not normally allow involvement of children of staff on a visit unless the child happens to be a registered pupil at the school in that particular class or works at the school.**
- **Staff shall leaving behind a copy of all paperwork linked to the visit including an accurate up to date list of participants.**

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

Where possible:

- **Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits**
- **Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits**

Headteachers might require Overall Group Leaders of more complex and demanding visits to have much broader leadership experience.

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary.

Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

- **The schools would not normally allow involvement of children of staff on a visit unless the child happens to be a registered pupil at the school in that particular class or works at the school.**

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one

of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits). All teaching and teaching assistant staff in both schools have had at least one day First Aid training and they will renew this training every three years. Where possible, the schools shall only take people who have up to date enhanced CRB /DBS checks on visits. If this is not possible for all volunteers then these volunteers shall be supervised by a member of staff at all times.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

The LA Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process. **The schools will follow these LA recommended minimum staffing ratios.**

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. Particular consideration should be given to staffing levels required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

Due to a lack of male staff, it may not be possible for a balance of male and female adults to accompany visits. Staff will take this into account when planning visits and make necessary arrangements re toilets which will be included on rover form etc.

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the venue to be visited before booking the visit.

School staff organising a residential visit will always visit residential venues and check accommodation and facilities etc before booking.

Staff will have separate rooms from the children on any residential visits.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability.

All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on ROVER, and approved by the EVC, Headteacher, Governors, and Local Authority.

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

School specific arrangements

- The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place each April. The Council also provide additional travel insurance for visits abroad, if required – contact the Council's Insurance team (01482 394195).

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially, no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds or the school budget, and how much each parent will be charged or asked to contribute;
 - money collected for visits is kept under an income code for visits on the masterpiece/3 year plan and secure systems are in place to ensure that money is accessed and accounted for correctly;
 - only nominated signatories will be able to sign for visit expenditure.

Charging arrangements (for more details see school charging policy)

A charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during "school hours" if 50% or more of the activity, takes place within school hours.

If more than 50% is deemed to be outside of school hours then a charge may be made for "optional extras".

For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

The school may charge for:

- any activity undertaken as part of the National Curriculum , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Where it is not permissible to charge parents, any subsidy will come from:

- **school funds or school budget or voluntary parental contribution or PTFA funds or donations from local charities and organisations.**

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals may be exempt from the cost of board and lodging during residential visits and the school may use the pupil premium money for supporting such visits.

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

Our staff organizing visits will

use the LA's generic risk assessments

ensure adequate adult supervision is provided on the form of transport

• provide information re emergency arrangements – e.g. vehicle breakdown or accident

• ensure the use of seat belts

• ensure the use of booster seats if needed

• will always drop off pupils back at school following a visit unless there is an emergency which makes this not possible

The school hires coaches/buses from:

- **Companies that have already been checked and approved by the Council's Transport Services team**

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- **sit in various locations, spread throughout the coach**
- **sit near emergency exits**
- **carry a first aid kit and a mobile phone**

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- assess and decide if the driver is suitably qualified, experienced and competent;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be CRB cleared);
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver validation form)

For visits that require the use of parents' cars. Drivers must:

- be assessed as competent and suitable by the headteacher (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be preferably CRB checked or else another member of staff will go in the vehicle with them.

Use of minibuses – the schools will follow national and Local Authority regulations and guidance, and all minibus drivers will have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

At the moment, our schools use minibus companies with their own drivers that have already been checked and approved by the Council's Transport Services team

13. Parent information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.

Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity.

There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the group leader and supervising staff are briefed and trained accordingly.

Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.

Medical information and consent forms can be obtained from **the school office**.

Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.

The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

School specific policy regarding parent information and consent, in particular:

- **informing parents - parent letters and newsletters**
- **informing parents - meetings – when required (residential)**
- **parental consent – specific visit**
- **gathering up to date information regarding special/medical needs-letter**
- **informing staff of medical/special needs - data protection-visit notes/briefing**
- **parental consent – medication inc. use of plasters and off-the-shelf medication-letter**
- **obtaining up to date parent contact details-letter**
- **informing parents of late returns to school or incidents on visits-letter**

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.

Staff should be aware of their expected roles and responsibilities before, during and after a visit.

Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.

Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.

The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit.

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored **in the medical room back in school**.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

Staff organising visits will ensure all staff and adults accompanying visit are well briefed and are aware of emergency arrangements, in particular:

- **staff and adult roles and responsibilities**
- **emergency procedures/arrangements**
- **emergency home contacts for pupils attending visits (staff group leaders only to have copies of these due to data protection)**
- **Accepted use of personal mobile phones for staff and adults on visit**
- **first aid equipment – how many are being taken on the visit and who are responsible for looking after them on visit**
- **expectations re staff and adult conduct/behaviour**

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.

Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

“Buddy systems” are an effective means of promoting safety and welfare within the group.

During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.

It is good practice to teach pupils how to recognise dangers and manage risks sensibly.

Staff organising a visit will always talk to the pupils before leaving to go on the visit about their high expectations re:

- **appropriate conduct and behaviour at all times**
- **discipline and consequences of non-compliance**
- **permitted use of mobile phones**
- **ensuring group safety – allocating group leaders/buddy systems**
- **special/medical needs – ensuring data protection is followed**
- **personal medication – storage/administration**
- **required uniform/identifying clothing – e.g. uniform, wrist bands, high viz jackets/vests, protective clothing etc**
- **emergency contact arrangements and procedures – e.g. mobile phones**

16. Documentation (and visit records)

The ROVER database will store key elements of Category 3,4 and “A” visit details securely and indefinitely. Other visit details are stored in the EV file in staffroom, as are copies of other supporting documentation (e.g. risk assessments). This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully.

If no significant incidents occurred during the visit, the school disposes of the paperwork after a period of **6 years**. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21 in the school archives off the kitchen.

17. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using the ROVER Online.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Governors/ Headteacher/ LA, using ROVER online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Governors/Headteacher/LA using ROVER Online

The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by **the governor with specific responsibility for overseeing educational visits.**

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) –**not required**

For high-risk day visits (Cat 1A and 2A) – **email (via ROVER online) to the governor with specific responsibility for overseeing educational visits,hard copy of the visit form is shared with and agreed by governors at a governing body meeting.**

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - **email (via ROVER online) to the governor with specific responsibility for overseeing educational visits, hard copy of the visit form is shared with and agreed by governors at a governing body meeting**

18. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) – verbal approval given and consent using online rover form

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via ROVER Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing ROVER Online (see “View All Visits”)

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via ROVER Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing ROVER Online (see “View All Visits”)

If a visit is not approved or only given “Outline Approval” by a manager, they must give reasons for their decision and state clearly any changes that would be necessary.

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given.

There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For all visits recorded on ROVER, there is a clear procedure for recording minor amendments that do not need further approval in 19.1 “Late Minor amendments”. For significant amendments that require further consideration and approval, the ROVER system requires visit organisers to access section 19 (by clicking “Amend” in right hand column of visit summary in “View All Visits”) and superceding the original submitted form by clicking on 19.2 “Significant Amendments” to create an unlocked version of the form that will need resubmitting after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.

In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't).

It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

Visit Organisers should take several blank sheets of paper to record details of any incidents. These can then be copied on to the school accident book on return home.

Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms (**available in the office**)

Post-visit reviews and evaluations should be recorded and stored **on ROVER in section 20.**

Post visit reviews and accident/near misses records are reviewed at least **annually by the Headteacher and EVC and Governors.**

Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools.

Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.

This policy has been reviewed and revised by:

Mrs C Shiels
Headteacher
Spring 2016.