



Alverthorpe St Paul's CE (VA) School 3-11 yrs

# Educational Visits Policy



**September 2019**



# Educational Visits Policy

## Vision

At St Paul's we encourage everyone to let their light SHINE, for others and for God, as unique individuals and together as a school. We aim to equip children with the confidence, knowledge, skills and understanding to positively shape their future.

**S** – Safe & Successful

**H** – Happy & Honest

**I** – Independent & Inclusive

**N** – Nurturing & Never give up

**E** – Encouraging & Enthusiastic

## Statement of Intent

We recognise the considerable value of educational visits and outdoor activities which take place beyond the school or establishment site. Because of this, we keen to encourage and support the development of such activities.

## Section 1 – Roles & Responsibilities

### School Governing Body

The main duties of the Governing Body are to ensure:

- The school or establishment policy relating to off site visits is in place and complies with the relevant regulations and guidelines
- The policy is monitored and updated as necessary;
- School or establishment employees are aware of and follow the Councils standards and guidance for educational visits;
- An establishment level system for monitoring the management and conduction of educational visits and activities is in place;
- Information for monitoring and review is passed on to staff as necessary;
- Employees have time and resources to discharge their duties;
- Decide which visits and activities they need to be informed about in advance;
- The head teacher and the educational visits co-ordinator have taken all reasonable and practicable measures to comply with the procedures set out in policy, standard and guidance;
- They are aware of any activities and the way in which they have been sanctioned through the head teachers report.

### Headteacher

The main duties of the Headteacher are to ensure that:

- A school policy for health, safety and risk management on educational visits is in place;
- The policy is monitored and updated as necessary;
- An effective school or establishment critical incident and emergency response system is in place;
- An effective accident, incident and near miss reporting system is in place;
- Schools and other establishments comply with the Council's standards and guidelines for educational visits and activities;
- Suitable training is provided for staff to undertaken their roles as necessary;
- The risk assessments process is in place, suitable risk assessments are completed for visits and activities and are retained for inspection where required.
- Suitable supervision arrangements are in place for visits and activities which are based on risk assessment;
- Information from policy and standards reviews and monitoring arrangements is passed on to employees as necessary;
- An effective system for monitoring the management and conduct of educational visits is in place;
- Employees are aware of and have ready access to policy, standard, guidance and information relating to educational visits and activities;



- There is a designated, competent Educational Visits Co-ordinator and that effective liaison taken place between all employees involved in the process of organising and running any visit;
- Selection and verification of suitable external activity providers takes place;
- Visit leaders and other supervising staff are competent to perform their roles;
- All necessary policy, standard and guidance is adhered to, Including (but not limited to) health and safety, inclusion, educational objectives and charging and remissions policy;
- Arrangements are in place for the governing body to be made aware of visits well in advance so that questions can be asked as necessary;
- Educational visits and activities are authorised at the appropriate level before they take place;

## **Educational Visits Co-Ordinator**

The main duties of the Educational Visits Co-Ordinator are to ensure that the following tasks are carried out;

- All visits that take place, regardless of their duration, distance away or perceived level of risk are scrutinised through the appropriate approval process and are recorded;
- Educational visits and activities are approved at the appropriate level before they take place;
- Sufficient time is allocated to organise visits properly and obtain any necessary approval, parental consent or other relevant information;
- All the relevant issues are addressed and detailed planning takes place;
- Selection and verification of suitable external activity providers;
- There is effective liaison between themselves, governors, the head teacher and managers, visit leaders, other accompanying adults, parents pupils, Wakefield Council, the H&SALOEV and other relevant bodies to ensure adequate planning and supervision of the visit;
- Suitable advice is sought about specific issues, such as special medical and educational needs, adventurous activities or particular venues;
- The risk assessment process has been completed effectively, written risk assessments are in place and are retained for inspection when necessary;
- Risk assessments are reviewed and adapted where necessary;
- Emergency base contacts are organised for all visits and activities;
- Accident and incident reports are completed and submitted as necessary;
- Suitable training is provided where necessary for employees to undertake their roles competently;
- Employees are assessed as competent to undertake their roles;
- Where necessary. Preliminary visits are undertaken;
- All necessary policy, standards and guidance is adhered to, including (but not limited to) health and safety, inclusion, educational objectives and charging and remissions policy;
- Effective supervision arrangements are in place for visits and activities, including activities requiring specialist supervision and leadership, which are based on risk assessment;
- Records are kept of all educational visits and activities which take place;
- Effective child protection procedures are in place for educational visits and activities;
- The visit leader, head teacher, parents, pupils and other accompanying adults know about the establishments emergency procedures and emergency contacts;
- There is adequate first aid provision for the visit which is based on risk assessment and needs analysis;
- All parties involved know the important practical arrangements such as pick up and drop off times and venues. It may be necessary to have a system to check that groups have returned safely if after school hours;
- The post-visit requirements are met, from any accident reporting to reviewing arrangements and reports forwarded to relevant bodies;



## The Visit Leader

The visit leader has responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The main duties of the Visit Leader are to ensure that;

- Educational visits and activities are approved at the appropriate level before they take place;
- There is effective liaison between themselves, governors, the head teacher, other accompanying adults, parents, pupils, the Council, the H&SALOEV and other relevant bodies to ensure adequate planning and supervision of the visit;
- School, establishment, the Council and or governing body requirements, regulations, guidelines and policies are followed;
- The risk assessment process has been completed effectively, and written risk assessments are in place;
- Effective judgement and dynamic risk assessments are made in the field and acted upon during the conduct of the visit;
- Suitable supervision arrangements are in place for visits and activities which are based on risk assessment and they are maintained throughout the visit;
- Where necessary, preliminary visits are undertaken;
- Selection and verification of suitable external activity providers takes place;
- Effective supervision arrangements are in place for visits and activities, including activities requiring specialist supervision and leadership, which are based on risk assessment;
- Risk assessments are reviewed and adapted where necessary;
- All the relevant issues are addressed and detailed planning takes place;
- Accident, incident and near miss reports are completed and submitted as necessary;
- Emergency base contacts are organised for all visits and activities;
- A competent deputy visit leader is appointed where visits either extend beyond the school day or where the number of pupils undertaking the visit require additional support;
- The visit, venue and activities match the abilities and needs of the pupils, the competence of employees and the educational objectives;
- All other employees are aware of their role, all the organisational details and emergency procedures and contacts;
- Their competence and knowledge of the venue match the activities they lead and enable them to determine when unsuitable activities are adjusted or curtailed;
- Effective child protection procedures are in place for educational visits and activities;
- Suitable first aid provision is available based on risk assessment;
- The ratio of supervisors to pupils is appropriate for the needs for the group;
- Visit leaders and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their duties effectively;
- Any programmed "free time" for pupils is suitably organised with effective supervision arrangements in place.

## Other Visit Staff

Other supervising staff employed by the school or other establishments have a duty of care for the safety and welfare of participants.

The main duties of other supervising employees are to ensure that:

- They fully understand their role within the party;
- They are competent to undertake their role during the visit;
- They follow the visit leader's instructions;
- They have the necessary information about the pupils and organisation;
- They are aware of emergency procedures and contacts;
- Inform the visit leader of any safety concerns, or inform the school or establishment if the visit leader does not implement suitable control measures which may be required by changes in circumstances;
- They have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly participant's details and emergency procedures.



## Adult Volunteers

When parents or other non-teaching adults act voluntarily to assist with visits and activities they also owe a duty of care to the children and young people taking part.

The main duties of adult volunteers are to ensure that:

- They fully understand their role within the party;
- They are competent to undertake their role during the visit;
- They follow the visit leaders' instructions at all times;
- They have any necessary information about pupils and organisation;
- They are aware of emergency procedures and contacts;
- Inform the visit leader of any safety concerns, or the school or establishment if for some reason the visit leader does not implement control measures necessitated by changes in circumstances;
- They have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly pupil details and emergency procedures.

## External Agencies or Activity Providers

If an activity or visit involves the use of an external agency or activity provider, that agency or provider must be thoroughly scrutinised and assessed as suitable by the visit leader, the educational visits co-ordinator and the head teacher or manager.

The main duties of external agencies or activity providers are to ensure that:

- Comply with any activity provision agreement made;
- Comply with their statutory duties for health and safety and other matters relating to their provision;
- Follow best practice in the provision of activities;
- Comply with any licensing and quality assurance requirements for activity provision;
- Ensure suitable liaison takes place with the visiting school or establishment employees so that roles and responsibilities are clearly defined and understood.

## Pupils and Young People

Pupils and young people should understand their responsibilities during the visit or activity.

The main duties of pupils and young people are:

- Follow the instructions of the visit leader and other supervisors at all times during a visit;
- Avoid taking unnecessary risks or activities that have not been assessed or are not included within the visit programme;
- Inform the visit leader or other supervisors of anything they feel might harm themselves or others;
- Be sensitive to local codes and customs, particularly overseas.

## Parents and Guardians

Parents and legal guardians have an important role to play in ensuring the success of educational visits and activities.

The main duties of parents and legal guardians are to ensure that they:

- Understand the nature of their child's visit including the types of activity, venue, costs timings and other arrangements;
- Understand the code of conduct, that their child agrees to abide by this, and the consequences of the child having to be returned home for it being breached;
- Attending briefing meetings where necessary to clarify visit and activity details, particularly for residential visits and where adventurous activities or hazardous environments or overseas travel is involved;
- Provide the visit leader with emergency contact details, relevant medical details and written consent for the child to take part in the trip;
- Provide informed consent (or withhold consent, explaining why) for participation of their child or young person in the visit or activity;
- Provide clear and up to date medical information about their child or young person.



## Section 2 – Arrangements

This section outlines the practical arrangements which are in place for the implementation of these standards.

### Accident and Incident Reporting and Investigation

- We ensure that accidents, incidents and near misses taking place during educational visits and activities are reported in compliance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 and in compliance with the Councils Accident and Incident Protocols.
- Reporting, recording and investigations are conducted by the Headteacher and where necessary with the assistance of the H&SALOEV. Information from such reports, records and investigation must be shared with the H&SALOEV and to ensure that lessons may be learned and practice improved and so that information is shared effectively as appropriate.

### Adventure Activities Licensing Regulation

- Wakefield Council provides advice and guidance on adventure activities licencing requirements.
- Where an external provider of adventure activities is proposed to be used, we check whether the provider is required to hold a licence for such activities under the Adventure Activities Licencing Regulations 2004.
- Where a provider is required by the regulations to hold a licence, we check that the provider holds a valid license for the activities proposed and for the dates of the visit and must only use a suitably licenced provider for such activities.

### Approval and Visit Notification

- We use Wakefield Council's Evolve system for logging all Educational Visits.
- We ensure that educational visits and activities are notified, recorded, scrutinised and approved in accordance with these standards before they take place and in accordance with specified time scales. Visits that require LA approval (See appendix 1) should be submitted **no less than 4 weeks** before the visits departure date and **6 weeks where the visit is outside the UK** – duration relates to term time working weeks
- We use Wakefield Council's online educational visits system for notification, recording and approval of non-routine, non-local day visits and all visit involving overseas travel, adventure activities or residential experience unless given specific exemption by the H&SALOEV.

### Child Protection

- We comply with our safeguarding and child protection policies and procedures (based on Wakefield Council's policy) and ensure that employees are aware of and comply with the guidance.

### Charging for Educational Visits

Please see the Charging & Remissions Policy for information of charging for Educational Visits.

### Commissioning

- If an organisation outside of Wakefield Council is commissioned to provide a service which may include educational visits and activities, we ensure it follows these standards or has in place its own policies and procedures which, as a minimum, meet the same standards.
- We understand that our duty of care for the safety and wellbeing of young people cannot be delegated to organisations providing educational visits and activities on our behalf. We have in place suitable processes for the selection and verification of providers, for the effective quality assurance of services being provided to them and for ensuring appropriate insurance and monitoring arrangements are in place.



## Duty of Care

- We fully understand that the duty of care we owe to children in our care during educational visits and activities cannot be delegated to others, even if we have commissioned services to be provided on our behalf, and that the duty of care extends for the full duration of the visit or activity.

## Emergency Procedures and Critical Incident Support

- Wakefield Council has in place a 24 hour emergency on-call system for responding to emergencies and critical incidents which occur during educational visits and activities. This system undergoes regular testing, review and improvement.
- We ensure that they have in place establishment level arrangements and procedures for responding to incidents and accidents during educational visits. This information is communicated clearly to relevant employees.
- We ensure that employees involved in conducting educational visits and activities are made aware of the Wakefield Council emergency on-call system. We carry emergency contact details and information on contacting the Wakefield Council on-call system and their own school or establishment system.

## External Activity Providers

- Wakefield Council provides up to date advice and guidance on suitable external accreditation and methods of obtaining suitable assurances from providers about safety and risk management during visits and activities.
- We ensure that external activity providers hold credible external accreditation for the activities they provide and for the dates of the proposed visit.
- We obtain suitable assurances from the provider about visit safety and quality before agreeing to the visit or activities.

## First Aid

- We provide first aid services and facilities to employees and pupils taking part in educational visits and activities based on risk assessment and needs analysis and follow our own first aid policy.

## Good Practice Requirements

- We ensure that we keep employees up to date with current good practice in the field of educational visits and activities, and information is shared and communicated effectively with others as appropriate.

## Guidelines

- Wakefield Council provides up to date written guidelines for the safe conduct of educational visits and activities and also provides clear reference to relevant national guidelines on educational visits. Wakefield Council adopts national guidance for educational visits provided by the Outdoor Education Advisors Panel <https://oeapng.info/>
- We ensure that our employees are aware of and comply with Wakefield Council educational visits guidelines.

## Inclusion

- We ensure we make reasonable adjustments to include all children and young people in educational visits and activities in compliance with the Equality Act 2010 and any subsequent amendments.

## Insurance

- We ensure that all educational visits and activities are suitably insured and that the details of such insurance are made available as appropriate.



## Parental Consent and Information

- We follow Wakefield Council's advice and guidance on obtaining informed parental consent for children and young people taking part in educational visits and activities.
- We ensure that where necessary informed parental consent is obtained for off-site educational visits and activities and that up to date medical information is provided to visit staff.
- We ensure that parents and guardians are provided with clear information about when and where off-site educational visits and activities are taking place and any specific arrangements which apply to the visit or activity.

## Preliminary Visits

- We ensure that, where appropriate and where feasible, preliminary visits to providers, locations and venues are conducted by employees planning educational visits and activities.
- Where it is judged impractical to undertake a preliminary visit, we ensure that suitable measures are put in place to properly inform the risk assessment and planning process for the visit.

## Record Retention

- We follow Wakefield Council's Records Retention Policy which is based on national guidelines from the information and records management society.
- We ensure that records of educational visits and activities are retained in compliance with Wakefield Council's Records Retention Policy.

## Review and Improvement

- We must ensure that they have in place systems for reviewing and acting upon the findings of their establishment level monitoring processes for educational visits.

## Risk Assessment

- We ensure that suitable and sufficient risk assessments are conducted for all educational visits and activities and the significant findings are recorded and acted upon. Such records are retained according to the requirements of the Wakefield Council Retention Policy and made available for inspection if required.

## Sporting Activities and Physical Education

- We ensure that we comply with current guidance. Wakefield Council adopt the national guidance from the Association for Physical Education (afPE) (<http://www.afpe.org.uk/>)

## Supervision

- We are committed to the importance of providing effective and appropriate supervision for children and young people taking part in educational visits.
- We ensure that effective, appropriate and active supervision is in place for all educational visits and activities and that such supervision is provided by a suitable number of experienced and competent teachers, leaders and other adults.

## Swimming and Water Environments

- Wakefield Council provides up to date guidance on outdoor swimming and the use of natural water environments for educational visits and recognises that such environments present significant risks if not properly managed.



- We ensure that swimming and paddling or otherwise entering the water of a river, canal, sea or lake are not allowed as an impromptu activity. They must take place only when a suitable risk assessment has been completed and appropriate measures put in place to control the risks. The activities should be formal and supervised effectively.

## **Training**

- We ensure that employees receive any training, including where necessary refresher training, which is required for us to be able to carry out our roles and responsibilities competently.

## **Transport**

- We ensure that we comply with Wakefield Council's corporate health and safety policy on contractors when hiring external transport for educational visits.
- We comply with the law on the use of seat belts and child restraints in vehicles.

## **Visit Planning**

- We ensure that suitable visit planning takes place to ensure, so far as is reasonably practicable, the health, safety and welfare of participants, employees and others during the visit.
- We must ensure that employees organising and planning visits have access to and follow Wakefield Council's standards, guidance and any advice provided to them.

## **Young Persons**

- We recognise that children are a vulnerable group due to their lack of experience, or absence of awareness of existing or potential risks or the fact that children have not yet fully matured.
- We ensure that suitable planning, competent supervision and risk management procedures are put in place which take into account the additional vulnerability of children and young people to hazards and risk during educational visits.



## Appendix 1 - Visit approval flow chart

