



**Greenvale School**  
**Educational Visits Policy**

**Signed: October 2018**

**Next Review date: October 2019**



GREENVALE  
SCHOOL

## **Education Visits Policy**

*This Policy has been written with guidance from the Lewisham There and Back Again policy, OEAP national guidance, HASPEV (1998) and it's later replacement- Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014).*

### **Rationale**

Greenvale School is committed to providing a broad, balanced curriculum for all students. Enrichment in school and educational visits off site are a key feature of our provision. We are committed to providing inspirational, real-world educational experiences for our students through visits and visitors to enrich and enhance their learning experiences, deepen knowledge and understanding and increase skills and confidence. This policy will set out the key procedures that need to be followed when planning and undertaking educational visits, in order to ensure they are not only worthwhile learning experiences, but also undertaken in a safe and responsible manner.

### **Entitlement**

Greenvale School feels that all of its students are entitled to:

A broad and balanced curriculum, where experiences are creative and relevant, over at least those areas described by National Curriculum with differentiation, relevance, progression and continuity.

Have equal opportunity to take part in enrichment and educational visits, both in school and off-site.

### **The benefits of educational visits include:**

- **Enjoyment and fulfilment:** students enjoy participating and adopt a positive attitude to challenge and adventure.
- **Confidence:** students gain personal confidence and self-esteem
- **Social awareness:** students develop their self-awareness and social skills; they appreciate the contributions and achievements of themselves and others.
- **Activity skills:** young people have the opportunity of developing a range of skills
- **Personal qualities:** students demonstrate increased initiative, self-reliance, responsibility, independence, perseverance and commitment.
- **Key skills:** students develop and extend their skills of communication, problem solving, leadership and teamwork.
- **Health and fitness:** students learn to appreciate the benefits of physical exercise and activity and the lifelong value of participation in leisure activities
- **Motivation for learning:** students display an increased motivation and appetite for learning that contributes to raised levels of attainment and achievement in other aspects of their education
- **Broadening horizons:** students broaden their experiences and become open to a wider range of opportunities and life chances.

### **Roles and Responsibilities**

Educational Visits Coordinator (EVC) is Aaron Collins and was trained in November 2017. Another member of the SLT is also trained (Elizabeth Smith) The EVC will:

be appointed by the Headteacher and be a member of the SLT.

have appropriate training to fulfil the role, and have experience of leading educational visits.

sign all risk assessments in discussion with Key Stage Coordinator.

Where the trip is led by EVC, it is good practise for another member of SLT to sign risk assessment as well.

keep the policy and guidance up to date

ensure the DFE and Lewisham Council guidance is adhered to, and keep abreast of advice and updates from Wide Horizons.

In addition the EVC will follow the 7 key principles of Wide Horizon EVC training:

- ensure educational visits meet employer and school requirements
- meet risk assessment requirements
- assess the competence of group leaders and staff
- ensure parents are adequately informed and give their consent
- support the Head or Governors in approving educational visits
- ensure emergency arrangements are in place
- review systems and monitor practices

The headteacher will ensure that:

- the Lewisham Council “There and Back Again - The Outdoor Education Handbook” is adhered to at all times
- the school policy is up to date and effective
- visits comply with guidance and are notified and submitted in advance
- Risk assessments and suitable safeguarding arrangements are in place (including DBS checks): that these are proportionate.
- EVC and staff training is up to date and effective
- Staff leading visits are competent and experienced, and are clear about their role and that of any accompanying adults, including volunteers
- Arrangements for medical needs and any other inclusion considerations have been met
- Transport and insurance arrangements are appropriate and meet requirements
- Where the activity or visit involves a third party provider: appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance- **Appendix a**
- Emergency procedures and contacts are clear and in place.
- Where charges are made, these are within legal and employer requirements; procedures are in place to account for finance of activities and visits
- Serious incidents are reported to Lewisham Council as required by their guidance, meeting the requirements of RIDDOR.
- Governing Body are kept up to date of policy, procedures and visits taking place

Governors should provide support and challenge to ensure that:

- School policy is up to date and effective
- Training is up to date
- The policy complies with Lewisham Council “There and Back Again - The Outdoor Education Handbook” and that the school adheres to this policy and guidance
- where approval for visits is delegated to the headteacher and/or EVC that risk assessments are in place and effective

Parents will be:

- kept up to date with policy (this is available on school website).
- kept fully informed of all visits and visits. Information will include:
- date, timings and venue
- reason for visit
- method of transport, if required
- emergency contact
- charges/voluntary contributions

- clothing/footwear needed
- money, food etc. arrangements

### **Induction and training**

- New staff will receive induction training on education visits.
- Newly qualified staff or staff new to the school will always be accompanied by experienced support staff and/or teachers.
- The EVC will keep their training up to date and will keep abreast of developments from LA, DFE, Wide Horizons and from national best practice.
- All staff will be made aware of their responsibilities via staff INSET and policy update.
- It is the responsibility of visit leaders to be aware of current policy and LA guidelines.

### **Staff deemed as competent to execute educational visits**

All permanent teaching members of staff, HLTAs and Learning Mentors are approved to lead day trips. Those that have joined since any training/update that has taken place will either have training during their induction process or be identified by the EVC and appropriately trained before they begin to plan and execute an EV.

Residential educational visits will be led by a competent member of the teaching staff and will have their competency assessed prior to the trip being agreed. If any training needs are identified during the assessment the EV and Headteacher will ensure that they be accompanied by a competent member of staff and/or be sufficiently trained to allow them to execute the EV in line with the high requirements set out.

### **Planning an Educational Visit**

All educational Visits must be part of the curriculum. It is unacceptable for visits into the community to be 'fill in' ad hoc arrangements. Educational Visits should be planned well in advance so that any preparation and follow up Work can be done in the classroom.

Visits can be arranged by the EVC organising a visit and offering this visit to a class group, or teachers filling in a 'visit proposal form' after discussion with their KS co-ordinator. The visit proposal form must be submitted at least 4 weeks before the visit, and will be discussed at the next SLT meeting.

Where possible, a pre-visit to the venue should be undertaken, to ensure necessary insurance and health and safety requirements are adhered to, and to ensure child protection and first aid requirements are in place.

Once the visit has been agreed in principle the appropriate risk assessments should be carried out by teachers well in advance of the actual visit. The risk assessment should be in relation to the visit and the individual students you are planning to take. It should then be signed off by EVC. The EVC or a member of the leadership team will complete an outings checklist **appendix B** this should then be copied along with the GV Visit Plan **appendix C** and a copy placed in the EVC file in the cupboard outside reception.

If additional staffing is required the options should be discussed with the key stage coordinator and the deputy responsible for daily staffing should be consulted well in advance of the visit. Visits should be marked in the school diary by the class teacher once permission is received.

Teachers are responsible for informing parents of the proposed visit / seeking permission for their son / daughter to attend the visit if applicable. Parents/carers are asked to give generic visit permission upon entry to the school. If a student does not have permission, add a permission slip to the letter. If the trip is late back you must add a permission slip including emergency contact number and details of who will

collect the students. Classes should endeavour to find the funds themselves in the first instance from their class budgets and by asking for parental contributions.

The kitchen staff and admin Officer must be given the required notification of class packed lunch needs by the class teacher at least a week in advance. Please use the agreed school proforma which is available in the school reception. Transport bookings should be made in advance with the facilities manager. The school minibuses should be booked out clearly on the diary sheet and again the facilities manager informed of seating and wheelchair space requirements.

### **Safety on the day**

The names of staff members and students have to be recorded in the signing out file in reception when the group is about to leave the school along with the exact destination or venue clearly indicated. If more than one vehicle is travelling then staff and students should be allocated to a vehicle and details shown in the book. They must remain traveling on this vehicle throughout the visit. This procedure is to ensure that in any emergency all students and staff may be accounted for.

If any staff is absent on the day of the trip, and a replacement is required, this should be discussed with a member of SLT and amended on the risk assessment. The same applies if a student is absent and another student is offered a place.

Class teams and all staff supporting on visits are responsible for the supervision of students under the direction of the teacher in charge. All staff should be familiar with the health and safety guidelines relating to visits in this handbook. If there is an emergency of any kind or you become aware that you will be late arriving back at school you should call the school immediately.

All groups should take a mobile phone with them, either using a school phone available from reception or a personal phone. The phone should be "on" at all times and school should have the number to enable the school to contact the group if required. The number of this phone should be recorded on the visits risk assessment form with the names of the group.

Should a provider run an activity in a way that causes concern, stop/consider stopping the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

The party leader should inform the school immediately if there is an issue during the visit. If there is a **Critical Incident** - an incident which overwhelms the coping mechanisms of both the Visit Leadership Team and the school, and which requires the Establishment Emergency Plan and the Employer Critical Incident Plan to be initiated. The Employer takes control of the situation and supports the school and the visit staff/participants. **Appendix D**

### **After the event**

Copy of all visit paperwork (including list of those attending the visit and evaluation) to be filed in EVC folder in cupboard outside office.

### **Monitoring and record keeping**

The policy and guidelines will be reviewed yearly by the Headteacher and Governing Body.

Records of all visits will be kept in EVC file in cupboard outside of reception.

The EVC will monitor visits through visit paperwork and discussion with visit leaders

Electronic records are kept up to date with accurate information on staff members with first aid training and specific medical training e.g. diabetic monitoring, to meet the needs of students attending

an EV. The EVC will liaise with the trip leader to ensure appropriate members of staff are supplied to attend trips.

### **Charging for Educational Visits**

The school provides all day EV free of charge. For Residential trips, those families that are in receipt of free school meals are not expected to pay – furthermore, The school is aware that some families are subject to ‘in work poverty’ They too will either have the cost met in whole or partly through the provision of a grant.

### **For further information:**

Staff share –Enrichment - Lewisham EVC folder

- DfE documents
- General information
- Risk assessments
- There and back again - The outdoor education handbook

Greenvale Staff handbook:

Section 1

- Out of school activities

Section 2

- Out of school activities
  - Road Crossing
  - In the event of an accident
  - Lost Students
  - School minibus and car

Section 3

- Permission forms
- Education Visits

**For further information and clarification on any issue to do with Health and Safety and educational visits the Headteacher, Governors or the EVC will contact: Edward Farrelly**, Schools Health and Safety Advisor, 4<sup>th</sup> Floor Laurence House, Lewisham, SE6 4RU, Tel 02083147233, email: Edward.Farrelly@lewisham.gov.uk

**The London Borough of Lewisham employs an adviser for outdoor education, Mike Penny, Wide horizons Outdoor Education Trust. The post holder is available to give advice on all aspects of outdoor education. The adviser can be contacted at:** Foundation Expedition Leadership, 39 Oakfield Gardens, Dulwich Wood Avenue, London, SE19 1HQ. 0208 2948160

**Updated in:** Jan 2018

**Completed by:** A. Collins

**Due for update:** Jan 2019

Governor's Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX A

## Provider Statement

Visit Leaders please note: you should NOT send this form to a provider that holds a relevant Learning Outside the Classroom Quality Badge, unless your employer requires confirmation of indemnity limits (Section A). Details of the badge and a list of holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

Visit Leaders requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

### **PART 1: To be completed by the Visit Leader**

Name & address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of	
Name of Provider	
Date(s) of visit	

### **PART 2: To be completed by the Provider**

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge but the Visit Leader requires confirmation of your indemnity limits, only complete Section A, 1.1 and 1.2 and the Confirmation.

#### **SECTION A**

**to be completed for all types of visit**

<b>1. Insurance</b>		
1.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
1.2	If Yes, what is its indemnity limit?	£    M

#### **SECTION B**

**to be completed for all types of visit**

<b>2. Health, Safety and Emergency Policies</b>		
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	
<b>3. Vehicles</b>		

3.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
<b>4. Staffing</b>		
4.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
4.2	Are there regular opportunities for liaison between your staff and establishment staff?	
4.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>5. Sub-contracting</b>		
5.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
5.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

# **APPENDIX B**

## Greenvale School Outings Checklist for Headteachers and Managers

### **Journey Details.**

Date(s):

Name of party leader:

### **TO BE CONFIRMED BY EVC:**

- Copy of the planning a day visit sheet.
- Copy of risk assessment(s)
- Copy of behaviour support plans.
- Copy of Medical care plans & Medication
- Letter of assurance from site received (If needed – consult EVC)
- Parental consent forms (Mention if preapproved – Check Database)
- Parent Contact telephone numbers and addresses (if school trip reaches outside hours)
- Copy of Greenvale School Outing Emergency Procedure Notes.

Address of venue:

Telephone No of venue:

Name of Venue/Centre Manager:

- Confirmation that any outdoor centre used is either licensed by Adventure Activities Licensing Authority (AALA) or has provided evidence of risk assessments appropriate for your programme.
- Details of travel arrangements.
- Visit is in line with the Prevent Duty, as defined by the 2015 Counter Terrorism and Security Act".
- Visit promotes British values

Approved: \_\_\_\_\_ SLT/Manager/EVC      Date: \_\_\_\_\_

### **Keep a copy of this form along with all the associated details of the journey or visit**

#### **Notes on the Approval Form**

- Tick to confirm that arrangements have been made. Enter 'NR' if a box is not relevant  
For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually

## APPENDIX C

# Greenvale School Visit plan

Party Leader			
Staff			
Students			
Venue & Address & Telephone Number			
Date & Times of visit			
Purpose of visit			
Pre-visit details / information			
Travel arrangements			
Lunch arrangements			
Staffing/timetable implications			
Medication details & Care plans attached	Y/N	Letter to parents attached & student permission checked/Slips attached if not pre-approved	Y/N
BSP's Attached	Y/N	Risk assessment attached	Y/N
Staff briefed	Y/N	Parent contact details attached (if outside school hours)	Y/N
Provider statement	Y/N		
Party Leader signed			
Visit Agreed signed			

## Appendix D

### Greenvale School Outings Emergency Procedure Notes

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger, well looked after and that young peoples' mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies) if any.
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the centre/venue where you are staying and inform them.
- Contact Lynne Haines/Felicia Hughes at School on 02084650740.
- Give them the following information:
  - your name;
  - nature, date and time of the incident;
  - location of the incident;
  - details of injuries;
  - names and telephone numbers of all involved;
  - actions taken so far;
  - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- If the press are involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.

**The following to be done by Headteacher or the person deputising on their behalf**

**In office hours:** Children with Disabilities Service 020 7138 1100 (Kaleidoscope Main Desk) *Out of office hours: Emergency control service 020 8314 6000*

- The Emergency Control Service will make all necessary contacts (including Children's Services senior management) and establish incident procedures.
- The Emergency Control Service will contact the Press Office. All media interest should be channelled through them.
- The Head of the school will arrange to contact parents as soon as possible and establish all necessary links locally.
- Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- Legal liability should not be discussed.