

FOX WOOD SCHOOL



EDUCATIONAL VISITS POLICY

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Adopted by the Governing Body:
Date:

Philosophy

At Fox Wood School we believe that it is the entitlement of every pupil within the school to visit a wide variety of places in order to enhance their learning.

Aims

Educational visits at Fox Wood School are designed to be experiences that are not available in the classroom, that reinforce the National Curriculum and the Foundation Stage Curriculum in a practical way as well as developing the independence and confidence of pupils by practising skills learnt in school.

Teaching and Learning styles

A wide range of opportunities to investigate and interpret a variety of stimuli should be experienced. Wherever possible, multi-sensory stimuli should be included e.g. sound, touch, smell. The visit should be used to enhance a variety of cross-curricular themes and dimensions, and to support the generalisation of skills across the curriculum. Follow up work may be continued in the classroom. The use of photographic evidence and materials may also be used as an extension of the visit, particularly to promote episodic referencing and opportunities for pupils to evaluate their learning and experiences.

Differentiation

Activities need to be practical in approach and should be accessible to all members of the group/class, including residential visits. Educational visits will often be undertaken as part of a whole class group, but occasionally, small groups or individuals will have planned outings e.g. shopping or to the library. Class staff will be encouraged to consider the learning opportunities of these for each individual pupil, and to use this as the basis for the decisions that they make in relation to grouping and organisation for visits.

School has taken on board recommendations from Ofsted "Learning Outside the Classroom – how far should you go?" 2008.

Equal Opportunities

All pupils, irrespective of race, gender or physical difficulty will have access to educational visits. Voluntary contributions will be sought from parents/carers to finance trips where reasonable.

Assessment, Recording and Reporting

School will ensure that Curriculum Planning includes sufficient well-structured opportunities for all learners to engage in learning outside the classroom as a key, integrated element of their experience.

All visits should be well planned in advance, have a specific goal and be related to Learning Objectives. Staff are trained to use an online system called Evolve as an electronic planning and monitoring system. Teachers will assess and evaluate after the visit to ascertain if Learning Objectives have been met and it has had maximum impact on learners' achievement, personal development and well-being. Recording will be through photographs, written evidence, follow up work, discussions in the classroom etc. Classes

will provide information regarding visits made via the school website and newsletter and the school diary.

Home/School Liaison

Parents will usually be informed of the regular half day visits (within Warrington) through the Home/School Diary, e.g. the location of the visit, activities undertaken and how the pupils responded.

Parental consent for residential visits will be sought by means of a standardised form (using Warrington's Policy). Parents will be informed of the location and duration of the visit, the total cost of the visit, the transport arrangements for the visit, the type of accommodation which will be available, the types of activities which will be undertaken and any special clothes/equipment which will be needed. Parents will be asked to give their written consent for any medical treatment which may be necessary during the course of the visit.

If a voluntary contribution is suggested, it must be made clear to parents that there is no obligation for them to make a contribution. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.

Parents will be contacted immediately should any emergency arise and will be informed after the visit of their son/daughters response to the visit.

Organisation and Safety

Please refer to Warrington's Educational Visits Policy and Health and Safety Guidance Statement. This is a framework for staff when planning to take pupils offsite.

Please see flow chart for successful educational trips, visits and residentials (Appendix A).

The Educational Visits Co-ordinator for Fox Wood School is the Assistant Headteacher.

All staff involved in a visit must be competent in their allotted tasks and fully briefed as necessary.

All staff should be clear about their role when taking part in the visit as a group member/assistant supervisor and should follow the instructions of the designated Visit Leader, who will have sole, over-all charge of the visit.

Child protection procedures are in place, (see Child Protection Policy) including vetting at an appropriate level of all voluntary helpers.

The Educational Visits Co-ordinator attends training to ensure the latest guidance is implemented. In school the most recent training has included the use of Evolve (Appendix B).

All drivers of the school minibus must show their driving licence to the school Office Manager and be competent in driving the minibus. Staff transporting pupils in their own car must also show their current MOT certificate (if applicable) and insurance document with business class insurance and a record kept.

Suitable transport arrangements must be in place and meet any regulatory requirements.

Salford City Council provides insurance to cover pupils on Educational Visits.

Details related to the visit and participants (including staff) are accessible to a designated 24/7 emergency contact(s) (usually Headteacher or Deputy Headteacher) at all times in case of a serious accident. The Governing Body is informed of visits through the Curriculum Committee and given updates in relation to successes and difficulties experienced and future developments in practice in light of this.

Contingency plans must be in place should the visit plan be significantly changed or cancelled (App B).

For high risk activities e.g. farm visits, residential visits the group leader must make a preliminary visit if not familiar with the facility. Where a visit is not possible the facility's own risk assessments should be obtained and scrutinised for their suitability and amended if necessary.

External providers (as defined in Warrington Guidance) should hold a LOtC quality badge. A provider's form must be completed prior to visit approved (Appendix C) if this is not held.

All visits are evaluated with regard to the best value, teaching and learning, quality experiences, and address issues raised by a serious incident that might inform the operation of future activities/visits.

School Managing Critical Incidents Policy is followed if and when necessary.

The Behaviour Support Manager is designated as Deputy Educational Visits Coordinator.

For all off site visits from Fox Wood a Risk Assessment needs to be completed and uploaded to Evolve along with the visit details. This information is then sent automatically to the Educational Visits Co-ordinator. (Risk Assessments can be found on the school network). If this is a regular event, one risk assessment will be completed for the term and all dates will be added to the visit details in Evolve. If conditions change, then the teacher needs to update the risk assessment. If the visit is a one-off, for example to a museum in Liverpool, a risk assessment needs to be completed and uploaded to Evolve along with the visit details at least a week prior to the visit. In exceptional circumstances, paper based risk assessments and school visit details may be handed to the Educational Visits Co-ordinator two days prior to the visit, after agreement from SLT.

Classes undertaking full day visits or visits that require a packed lunch should inform the kitchen in writing two weeks prior to the visit and record the visit in the school diary and arrange transport if required. Pupils in receipt of free school meals will be supplied with a packed lunch.

Medication required for individual pupils must be collected by staff and remain with staff at all times during the visit. All relevant paperwork and procedures for administering medication must always be adhered to. (For further details please see school Medication Policy). Only trained staff can administer medication.

Staff should be fully aware of Health Care Plans and Individual Behaviour Plans (IBPs) before taking pupils out of school.

School staff need to liaise with health staff prior to an educational visit with regards to the health aspect of the risk assessment.

How Staff Access Guidance

- Policies and Risk Assessments are discussed at Staff Meetings and Governor Meetings
- Copies of all policies are available on the school network (G Drive) and staff are reminded that they can request a hard copy of any policy from admin staff
- Warrington Local Authority Guidance is available on the Council intranet and staff are reminded that they can request a hard copy of this information from admin staff
- Staff can also access guidance through Evolve under the 'NG' tab (National Guidance) and the 'Resources' tab

The Role of the Full Governing Body

- They have access to and understand the LOtC Manifesto (Learning outside the Classroom).
- To adopt educational Local Authority visit guidance and school educational visit policy.
- Have access to training to support Local Authority guidance and to school policy.
- Ensure there is an appropriate EVC in place who has received approved training.
- There are notification and approval processes both at school level and between the school and the local authority.
- Ensure that the Educational Visits Policy supports the principles of inclusion.

Role of Education Visits Coordinator

The school follows the guidance in the LOtC Manifesto 2006.

“The EVC should be specifically competent. The level of competence required can be judged in relation to the size of the establishment as well as the extent and nature of the educational visits planned. Evidence of competence may be through qualification, but more usually will be through the experience of practical leadership over many years of off-site education. Commonly, but not exclusively, such competence will be identified in a person on the senior management team of the school.”

The EVC is an experienced Visit Leader. The EVC takes a lead on assessing the competence of activity and visit leaders, the role is **not** to be regarded as administrative.

The EVC will ensure that:

- They have an understanding of the Manifesto for LOtC and the supporting rationale.
- Have attended such EVC training as recommended or required by the local authority
- Off-site and LOtC activities meet employer guidance requirements.

- The Headteacher, Visits Leader, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that employers' guidance and establishment procedures are properly understood.
- There is an establishment Educational Visits policy.
- Off-site activities are led by competent leaders.
- Assistant supervisors are competent to carry out the tasks to which they are assigned.
- Visit planning is monitored in the field as appropriate.
- DBS checks are in place where required.
- There is a 24/7 emergency contact (s) for each and every visit and that emergency arrangements are in place (see emergency cards Appendix D)
- Medical and first aid issues are addressed.
- Emergency arrangements include contact access to all relevant visit records, including medical and next of kin information for all members of the party and including staff (see Critical Incident Policy).
- Visits and LOfC activities are reviewed and evaluated and this process will require the reporting of accidents and incidents.
- Visit policies and procedures are reviewed on a regular basis and immediately following any serious incident or systems failure.
- Keep up to date via EVC training events and Local Authority information updates.

School Procedures

For visits during the school day the Visit Leader must:

- Complete visit information on Evolve
- Complete necessary risk assessments and upload to Evolve
- (If paper based, complete request for visit form and necessary risk assessments)
- Send to Educational Visits Co-ordinator (Assistant Headteacher) for approval
- Complete request for packed lunches if required and hand in to kitchen at least two weeks before the visit. Pupils in receipt of free school meals will be supplied with a packed lunch.
- Inform parents in writing that visit will take place.
- Get written permission if trip is not covered by general parental permission.

On day of visit

- Review Risk Assessment, make any necessary adjustments.
- Collect any necessary medication and sign out – on return put back in locked cupboard and sign back in.
- Collect packed lunches if ordered.
- Collect a first aid kit, and take a mobile phone. Ensure Admin have mobile numbers.
- Complete visits out of school form at reception before leaving the site.
- If using the school minibus complete all checks.
- On return – sign the group back in.
- Evaluate visit on Evolve
- Inform parents of pupils' response to visit.
- Consider putting information about the visit on the school website or in the school newsletter.

Residential Visits

Evolve will be used to record all necessary information for the residential visits and to seek approval from the Local Authority.

Approval to plan a visit must be sought from the Headteacher and this information should be shared with Governors, whose opinions will also be sought and taken into account.

The Visit Leader must have made a pre-visit visit to the establishment.

Approval for all residential visits must be given by the Local Authority. This is done using an online system called Evolve.

The Visit Leader completes the online forms and risk assessments for the visit. The Headteacher must give approval before the information is submitted to the Local Authority.

See flow chart that outlines the process when using Evolve. (Appendix A)

In the event of an incident occurring on any school visit staff should contact school immediately or if outside school hours Headteacher/Deputy Headteacher.

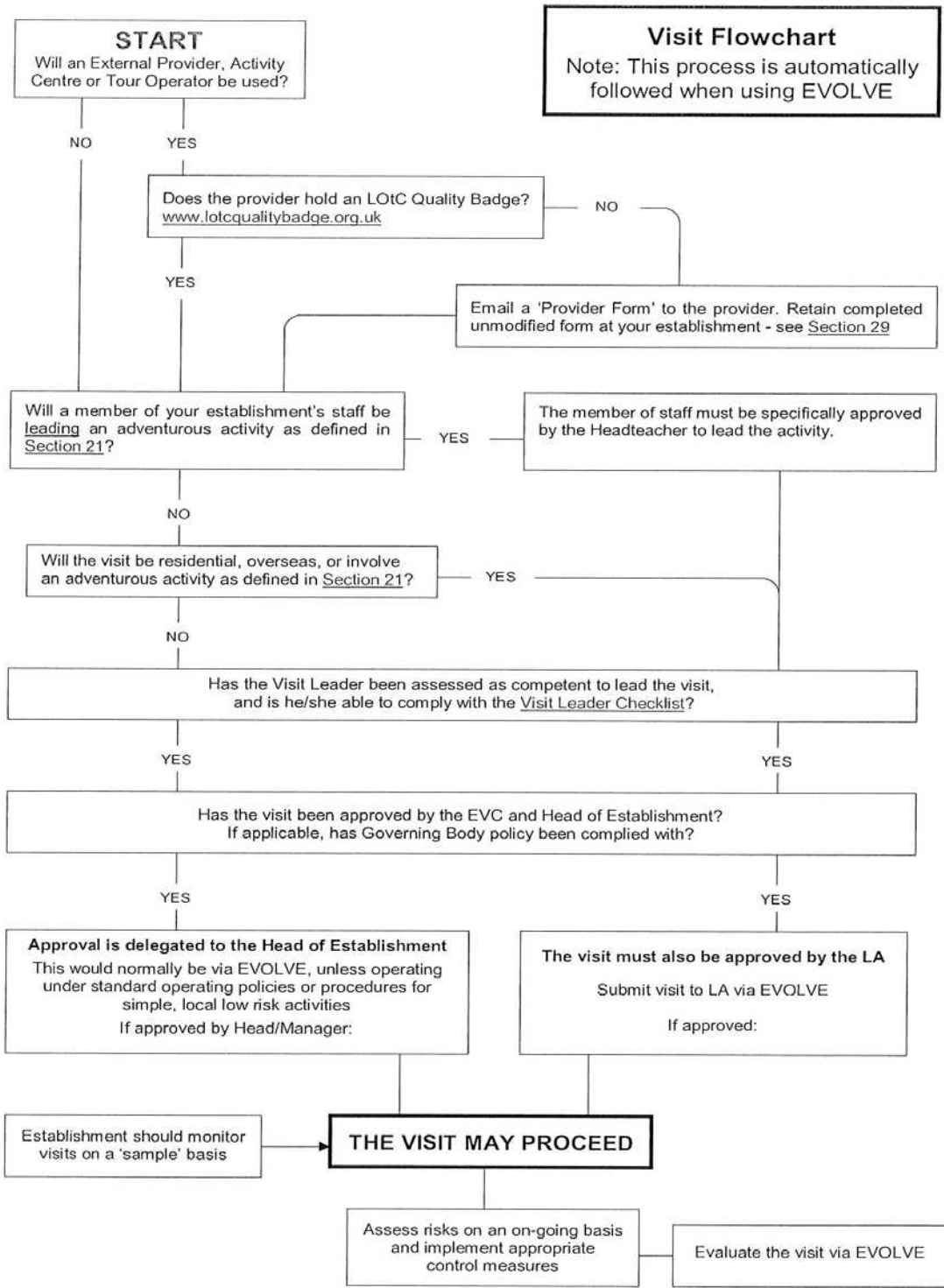
Arrangements for Monitoring

- The Headteacher monitors all requests for visits and risk assessments through Evolve.
- Residential visits, overseas visits and adventurous activities must have approval from the Local Authority using Evolve.
- Residential visits must be approved by the Governing Body.

The Use of Voluntary Helpers

- Voluntary helpers may assist on visits during normal school hours and residential visits.
- All volunteers have identity checks and are DBS checked.
- All volunteers must follow directions of the Visit Leader.
- Volunteers complete induction training and must be familiar with any IBPs and communication passports for the group of pupils they are with.

*Provider forms are due for renewal in 2018 and they will be updated when new ones are confirmed



For completion by 'external providers' used by Warrington Borough Council establishments

Providers that do not hold an LOfC Quality Badge and that are to be used by establishments from Warrington Borough Council, are required to complete and return this form in advance of the establishment making a commitment.

Establishment..... Staff member in charge.....

Date(s) of visit Name of provider.....

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

- 4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
- 5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.
- 6. The provider has never been dismissed from any employment or had a contract ended

Insurance

- 7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

- 8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
- 9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
- 10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

- 12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit YES OUT OF SCOPE
- 13. IF YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 24. ATOL, ABTA or other bonding body name and numbers

SECTION D - OVERSEAS EXPEDITIONS

- 25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed..... Date.....

Name (print) Position in organisation.....

Full name and address of company, firm, person or corporation

.....

Tel..... Fax..... E.mail.....

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

Warrington Borough Council Emergency Contact

Tel: 01925 444400

Ask for the Emergency Response Team

Be prepared to give: Your name and Establishment/Group
Phone number & back up phone numbers
Exact Location
Nature of Incident
Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment		
WBC Emergency Call Centre (for initial contact during an emergency only)	01925 444400	-
Establishment 'Home' Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Warrington Borough Council on 01925 444400 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support should be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
WBC Emergency Call Centre (for initial contact during an emergency only)	01925 444400	-
Chair of Governing Body (optional)		
Other/EVC		