



Belonging, Believing; Together Succeeding

**Policy: Educational Visits and Journeys**

Date Reviewed by Staff:

7<sup>th</sup> November 2019

Date Reviewed by Education committee:

Date Ratified by Full Governing Body:

Next Review Date: (3 years unless otherwise advised)

September 2020

## Educational Visits and Journeys

### Our vision

Our vision as a Church of England primary school, deeply rooted in a strong Christian tradition, is to develop happy, young people with enquiring minds, a lifelong love of learning, respect for themselves, others and the environment so that they will have the skills, resilience and adaptability to thrive in a rapidly changing world.

At Barrington School we believe that educational visits offer pupils considerable opportunity to develop and exhibit attitudes not readily seen in school. This is particularly true of residential experiences. All visits are planned as an integral part of the curriculum. They support work being covered within the classrooms or reflect the requirements of the National Curriculum.

### Introduction

This Policy is the local policy for Barrington C of E Primary School and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits. None of the Joint Policy is repeated here. Secondly none of the guidance material is reproduced here and also should be accessed via the embedded web links.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

### Roles

[All roles](#) are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff and the Governing Body.

The school has a Trained EVC who is Gill Davies.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities information contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

### Competance of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff who want to

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lead adventure activities and the adviser will give advice. When we have a NQT on the staff they will always be accompanied and supported by an experienced member of staff on their first school trip.

### Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

### Zone 2

#### ‘Normal Visits’

These visits are the majority of this schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

### Zone 3

#### Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

### Zone 1

#### Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are village walks and activities in and around Barrington, swimming lessons and experience days at MVC.

(EVC to list, either by activity or also including a suggested maximum travel distance and motor transport. Please ask for advice if not sure.)

### Specific Advice

#### [Risk Management](#)

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve

#### [Parental Consent](#)

This school follows the advice on consent and does not require consent for visits that take place

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during the school day. Full information must be given to parents/ carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

### [Group Management](#)

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

### [Behavior and Inclusion](#)

The Schools inclusion policy and behavior standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

### [Pre Checking Venues and Providers](#)

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

### [External Providers](#)

Cambridgeshire and Peterborough Councils endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need any evaluation and safety paperwork and does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the providers form.

### [Adventure Providers Assurances](#)

An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake with you and advise the school. Bookings with such companies should not be undertaken before checks are completed.

### [Emergency Procedures](#)

This policy integrates into the School Emergency plan which addresses all critical incidents. All staff on a visit carry a copy of the emergency contact card (from CCC) and have access to the following guidance.

The EVC and Senior staff have access to the Critical Incident plan, and the OE Service VESN card.

### [Transport](#)

National Guidance contains full information for cars, minibuses and public transport.

### Evaluation

Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

### Insurance

All visits should be covered by the Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk) to check before purchasing. The insurance

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department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed. ‘

### Charging

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

For advice and support, please contact the Outdoor Education Adviser Service  
Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)  
Phone 01480 379677  
Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

## Appendix 1

### General Procedures

Before any visit that requires leaving the school grounds, parents are sent information about the trip. If visit is within the local area it is covered by the permission slip that is signed when children start school and so parental permission slips are not required. For visits that are further away, or extend before and after the school day, parents are asked to sign a consent form. Every effort is made to ensure that these are returned. Permission can also be given by email or phone.

Prior to any visit parent/carers are informed of:

- Brief description of visit and links to the National Curriculum;
- Leader of trip;
- Destination;
- Departure and return times;
- Pupil : Adult Ratio
- Details of transport (having taken all reasonable steps to provide transport that exceeds minimum standards of safety requirements);
- Cost, including voluntary contributions;
- Specific clothing requirement;
- Eating arrangements;
- Any additional requirements i.e. pocket money.
- Request for information involving diet or medical need (e.g. travel sickness)

At least one mobile phone is available for staff use.

A member of each sex accompanies years 5 and 6 on their residential trip.

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Volunteers are briefed by the staff as to the purpose of the visit, Health & Safety and Child Protection issues, potential risks, the timetable of activities, their role during the visit and the standards of behaviour expected of the children. They are provided with a list of children for whom they are responsible. Similarly pupils are made aware of what is expected in terms of behaviour and who will be responsible for them.

### **Health and Safety**

A written risk assessment is carried out prior to all educational visits or residential trips and entered onto the EVOLVE system. These must then be approved by the educational visits coordinator and the head before the trip.

Coach transport is booked through reputable companies. All reasonable steps are taken to provide transport that exceeds minimum standards of safety requirements. Prior to departure the coaches are checked for their general condition, seat belt provision and the location of emergency exits and fire extinguishers.

A first aid kit is always taken on visits, as are the medicines for any children with medical conditions (for example asthma). Staff are also made aware of those children who suffer from travel sickness and appropriate measures are taken.

A member of staff trained in first aid is always present on every trip. First aid will be rendered as far as knowledge and skill permit. In the event of a more serious injury an ambulance will be called. A teacher will use his/her own judgement as to the needs of summoning further assistance. The Headteacher will be notified in the first instance and at the first opportunity the child's parents/carers will be notified.

In the event of the need to contact parents, staff on the trip should contact the school office, who will then contact the parents. Staff are aware that an accident form has to be completed should an incident occur.

In the event of a serious incident staff will follow the guidance in the school Critical Incident Policy.

If for unforeseen reasons, a significant delay in the return journey occurs, the school will be notified and parents informed.

### **Funding Visits**

Charging for visits is in line with the legal position and visits are funded in a variety of ways. Friends of Barrington School often help to subsidise the cost of educational visits. Parents are asked for voluntary contributions towards the cost of the visit. Pupil premium funding is used to pay the contributions for pupils who qualify for this funding. Charities in both villages are also asked for funds towards visits (particularly residential trips) if there are a particular hardship for certain families.

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We are aware that educational visits can be expensive and every attempt is made to be cost effective, parental contributions are often kept down by the PTA subsidising the cost of the trip. Many visits are planned to be local and involve no or minimal costs to parents/carers.

No child will be excluded from an educational visit because parents are unable to contribute towards costs.

However, if voluntary contributions are insufficient to meet the cost of the trip, the school reserves the right to cancel the event.

### **Residential Visits**

Children in Years 5 and 6 undertake a residential visit each year.

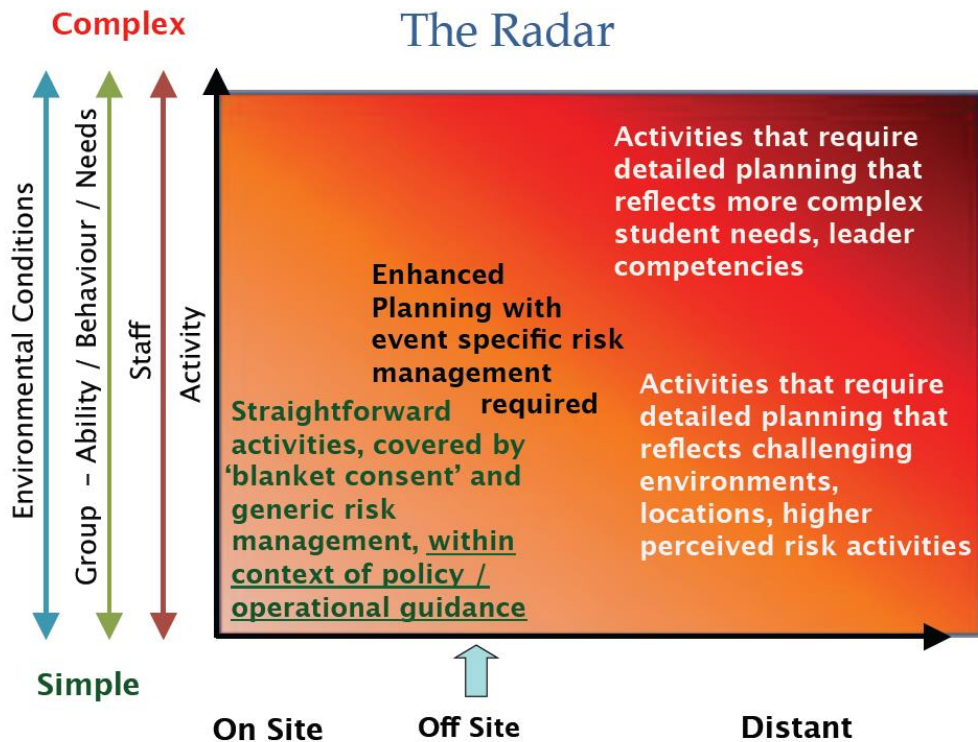
The parents are informed about the visits by open evenings and an information booklet. This booklet contains:

- dates and times of departure and return;
- destination with full address;
- timetable of activities;
- cost and what it does and does not cover;
- insurance cover;
- advice on pocket money and allocation/care on journey;
- accompanying staff;
- emergency contact arrangements;
- items prohibited on journey;
- a request for written information regarding special medical problems and their treatment/medication, consent for emergency medical treatment and details of special dietary requirements;
- clothing and equipment needed.

### **Appendix 2 The Radat Diagram of Zones**

The Radar Diagram should be completed /updated for your school and will define a range of activities that fall in Zone 1, 2 and 3.

In preparing for the policy, activity in the three zones need to be defined by the school / Education Visit Co-ordinator. Zone 3 will contain any visit that contains an adventure activity or visit abroad, you will need to define the extent of your Zone 1.



1. The Zones are defined as:

**Zone 1** - This is for Head/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 should be covered by a range of prepared documents. These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment). Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures, travel by bus/ public transport within a defined distance. If any activity is a one off then this should be Zone 2. Schools can also decide which activity in Zone 1 might be listed or not listed on Evolve

**Zone 2** - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a yea/ not multiple activities.

**Zone 3** - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.

2. If you are not sure about the above please ask for help and advice from Stephen Brown, Outdoor Education Advisor email:Stephen.Brown@cambridgeshire.gov.uk Tel: 01480 379677



