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## Educational Visits Policy

**Date of policy:** March 2015

**Date last review adopted by governing body:** 7th July 2022

**Frequency of review:** 3 yearly

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**Responsibility - EVC:** Helen Castell and Tracey Wilson

**Date trained:** Helen Castell – December 2017 updated September 2020

Tracey Wilson – November 2017

### 1. Authorisation – legal responsibilities

- The Headteacher/EVC must formally approve any educational visit or other off-site activity prior to the activity being booked
- The governing body must be kept informed and visits must be individually authorised by the governing body where this is specific in the school's educational visit policy. This would be for any adventurous or residential activities
- The EVC must:
  - Ensure educational visits meet the employer's and school's requirements.
  - Support the Head and Governors with approval and other decisions.
  - Assess the competence of prospective leaders and staff.
  - Ensure risk assessments meet requirements.
  - Organise training and induction.
  - Ensure parents are informed and give consent.
  - Organise emergency arrangements.
  - Keep records of visits, accidents or incident reports.
  - Review and monitor practice
- The Visit Leader must:
  - Be approved to carry out visits and be suitably competent and knowledgeable about the school and LA's policies and procedures.

### 2. Types of visits

Locally approved and ECC authorised: e.g.

- All visits to comply with this **Educational Visits Policy**
- All local visits/non adventurous or residential visits to be approved by the EVC
- Adventure activities, all residential trips, and trips abroad require County authorisation via the Essex Evolve website – [www.essexvisits.org.uk](http://www.essexvisits.org.uk)

### **3. Risk assessment**

#### **\*\*\*All visits must be risk assessed\*\*\***

- A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level
- At least one member of staff accompanying the trip must have had a pre visit
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents
- Use of a 'provider', for example adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit
- All visits must be recorded on Evolve including local visits. Local visits are defined as those which children walk to.

### **4. Parental consent**

- Signed parental consent must be obtained for visits
- Local trips involving walking short distances, such as visits to the church are covered by a generic agreement sent at the start of the academic year
- There may be a need for individual meetings with particular parents prior to visits for example to agree a procedure for dealing with a behavioural incident

### **5. Staffing – competence and training**

- There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff
- There must be staff trained in first aid and for EYFS who have undertaken paediatric first aid training
- All staff should be assessed for competency and training provided for visit leaders
- The staff-pupil ratio must be determined as part of the risk assessment
- Considerations must include: SEN / behavioural / age / activity / location / transport
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these
- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity. All must have a DBS check.
- The school reserves the right to prohibit a child from taking part in a trip if the child could cause a danger to themselves or others.

### **6. Supervision**

- Responsibility for pupils extends for the full duration of the visit, including any period of 'down

time' when pupils are not engaged in structured activity

- Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group
- Supervision for this age group must always be direct

## **7. Insurance**

- Essex County Council Insurance covers all pupils on Education and Off-site visits
- No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service

## **8. Emergency planning**

- Group leaders must have a means of making emergency contact with the Visit Leader at all times
- Group leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support
- A list of pupils with parental contact and medical information must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list
- Our critical incidents plan will cover any emergencies arising from a trip

## **9. Summary checks**

Seek approval in principle from EVC / Line manager.

Plan and prepare for visit.

Write a risk assessment

Define roles and responsibilities of other staff and pupils.

Ensure effective supervision of pupils and what they do.

### **Related policy areas for the establishment**

Child protection

SEND

Critical incidents

Health and safety

### **Documents required:**

Parental Consent forms

Incident / Accident Report forms

Educational visits register – Pupils / Staff lists

## 10. Role of governors

Governors determine, support, monitor and review the school policies. They support the use of appropriate teaching strategies by allocating resources effectively. They ensure that the building and equipment are safe. They monitor pupil attainment across the school and ensure that staff development and performance management promote good quality teaching.

## 11. Sign-off system – flow diagram

### Reason for trip

Aims & Objectives Visit Leader – seek approval in principle

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### EVC

### Type of Visit

Local Visit Complete submission form and risk assessment

### Approval by EVC

e.g. museum, church, park, etc

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Local repetitive e.g. recurring risk assessment

At least four weeks in advance ↓

day visit

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### Approval by Essex Evolve

Adventurous,

### Approval by EVC

e.g. Football matches, recurring visit to church, etc.

Residential or

Complete submission form on

Foreign Visit

Educational visits website to

Adventurous, Residential or

Complete submission form and

[www.essexvisits.org.uk](http://www.essexvisits.org.uk)

Foreign Visit

## 12. Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.