

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

Educational Visits Policy

Approved April 2025
Review Bi-annually

Welton St Mary's Church of England Primary Academy

Welton St Mary's Church of England Primary Academy has a strong commitment to the added value of a carefully planned and progressive programme of Educational visits.

This is part of the school/setting's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Welton St Mary's Church of England Primary Academy a supportive and effective learning environment providing opportunities for all to thrive.

All activities must have a clearly defined educational purpose, and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender, disability or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Welton St. Mary's Church of England Primary Academy, we offer a range of educational visits and other activities that add to what they learn at school.

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for developing learning relationships and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects.
- Enhanced opportunities for 'real world' learning in context and the development of social and emotional intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit assessments and decisions in a range of contexts ie encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility
- Opportunities for genuine team working including enhanced communication skills
- Improved environment appreciation, knowledge, awareness and understanding of a variety of different environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Each year Welton St Mary's Church of England Primary Academy will arrange a number of visits that take place off the school site, which support the aims of the academy.

Key principles:

- Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

This policy MUST be read in conjunction with other key policy documents.

Safeguarding/Child Protection Policy

Keeping Children Safe in Education: Schools and Colleges

Critical Incident Management Plan

Medicines Policy

Charges and Remissions Policy

Health and Safety Policy

Teaching and Learning Policy

Induction Policy

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum during school time or outside the normal school day.

In addition to this Educational Visits Policy, Welton St Mary's Church of England Primary Academy

1 adopts the Local Authority's document 'guidance for Educational Visits and Related Activities with national Guidance and EVOLVE>

2. Adopts National Guidance WWW.oeapng.org as recommended by the Local Authority

3 Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy, Local Authority Policy and National Guidelines.

Roles and responsibilities

The Visit Leader

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

A visit leader must complete a request form explaining the rationale behind a visit. This must be approved by SLT before any visit planning goes ahead. It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. Risk assessment should be uploaded to EVOLVE prior to the visit.

The EVC

The EVC at Welton St Mary's Church of England Primary Academy are Mrs Ducker and Mrs Thorner. They will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents.

The Headteacher and Senior Leadership Team

is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented. They will ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010. They should ensure the suitability of all staff appointed to the visit. They should ensure that the visit leader fully understands his/her responsibilities. They should implement effective emergency contact arrangements. They should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately. They should have a system in place to record, audit and monitor school off-site visits.

The Headteacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval via EVOLVE.

An electronic submission process **EVOLVE** is used to log, audit, approve overseas, residential, adventurous and day visits involving transport. For local area visits, a STAGED approach form is submitted to the headteacher prior to the visit. These are available on the staff shared one drive.

Parental consent is sought for all visits beyond the local area. For local area visits, parents are asked to complete a permission slip when their child enters the academy granting permission for them to take part in all local area trips and visits as part of their curriculum.

The Trust board

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits. Their role is that of a 'critical friend.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

Parents and carers

By agreeing that pupils can take part in educational visits, parents/ carers agree that they will:

Provide all the information required such as at least 2 emergency contact details and health / medicine information if applicable

Be available during the visit in case there is a need to contact parents or for child to be collected

Sign and return consent forms and any other documents required in a timely manner. Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

Pupils

Our behaviour policy also applies on school visits. This includes the expectations that pupils will follow instructions given to them whilst on the trip, show respect to everyone and take responsibility for their own safety and the safety of others before going off-site for a visit. They will be expected to uphold the school's behaviour policy at all times.

<https://weltonstmarysacademy.co.uk/wp-content/uploads/Policies/Behaviour/Behaviour%20Policy%20February%202025.pdf>

Voluntary support

Competent Parents/Carers are encouraged to support educational visits by assisting with small groups. Parents/Carers do normally support groups with their child in it. Volunteers will need to agree to follow the directions of staff and act accordingly. They are required to behave appropriately and be good role models for pupils. They must report any concerns to the trip lead or other staff present as soon as possible. At all times they must ensure the pupils under their supervision are acting safely and appropriately and raise any concerns with staff as soon as possible.

Staff competence

We recognise that staff competence is the single most important factor in the safe management of visits and so we support staff in developing their competence in the following ways:

- Staff new to visits assist and work alongside experienced visit leaders before taking the leadership role
- Supervision by senior staff on some educational visits
- Support for staff to attend training courses relevant to their role, where necessary

In deciding whether a member of staff is competent as a visit leader, the headteacher will take the following factors into account:

- they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead
- has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.

- Competence is a combination of skills, knowledge, awareness, judgement, training and experience.
- Previous relevant training
- Have the ability to make dynamic risk management judgements and take charge in the event of an emergency

Competent employees/non-teachers, including Higher Level Teaching Assistants, are permitted to lead small groups of young people on LOW RISK LOCAL CATEGORY A VISITS. The Headteacher/Setting Leader will judge an employee's competency and decide as to whether certain individuals can lead such visits. **Teachers will lead whole-class visits.**

Inclusion

All pupils, regardless of background or abilities should take part in every aspect of school life, including visits.

SEND

If a pupil with a disability or an Education Health Care Plan (EHCP) or any other specific needs (eg medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with the parents / carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff and other adjustments where appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from going on a trip to protect their safety and the safety of other pupils attending.

Approval

1 Local visits follow the 'extending learning locality policy (appendix 1)

2 Day visits within the UK and DO NOT involve an adventurous activity – these are entered on EVOLVE and must be submitted to the EVC for checking at least 4 weeks in advance and then forwarded to the Headteacher for approval

3. Visits that are overseas, residential and / or involve an adventurous activity (see LA guidance for definition of adventurous) are then submitted by the Headteacher to the Local Authority for approval. This must be with the Local Authority at least a month before the visit.

<p>The Governing Body will ensure adequate insurance is in place for educational visits. The academy has insurance through The Educating Funding Agency. This covers a comprehensive range of visits. The Governing Body, Headteacher and EVC should understand any exclusions.ey area</p>	<p>Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document</p>	<p>Important Policy Decision</p>
<p>First Aid</p>	<p>7.2</p>	<p>The level of first aid cover will be decided at the planning stage. At least one of the supervisory staff on an off-site visit should have as a minimum, undertaken the 1 day, 'Emergency Aid in schools' course and have at least, a good working knowledge of first aid. Best practice is to use setting-wide training to include as many persons as possible and Welton St Mary's Church of England Primary Academy will endeavour to do this.</p> <p>There will be a designated person on every risk assessment for first aid. This member of staff will be named on the risk assessment. On a visit with EYFS children there will be at least one qualified paediatric first aider.</p> <p>Appropriate first aid equipment will be taken on all trips.</p> <p>All supervising adults will be made aware of any medical issues / allergies before the start of the trip.</p>

Child Protection/Safeguarding	7.3	<p>All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Disclosure and Barring Service checks (DBS) as per the LA and school guidelines. Any adult accompanying a residential visit must have undergone a fully enhanced DBS check. This will be recorded.</p> <p>A DSL/ DDSL will be present on all residential visits. Support from a DSL/ DDSL will also be available by phone throughout every visit</p> <p>There will be a designated person on every risk assessment for safeguarding. This member of staff will be named on the risk assessment.</p> <p>Adults without a DBS will not be left alone with pupils at any time.</p>
Insurance	7.4	<p>The Governing Body will ensure adequate insurance is in place for educational visits. The academy has insurance through The Educating Funding Agency (RPA). This covers a comprehensive range of visits. The Governing Body, Headteacher and EVC should understand any exclusions.</p> <p>Parents are advised to take out their own insurance for residential visits.</p>
Transport – COACH	7.5 LEV13.	<p>The School will normally use a Lincolnshire County Council approved operator of PCVs for visits. LEV 13 should be used to gain written assurances, particularly when not using an LCC approved company (can occur if you use specific/specialist travel firms who organise visits for you). This form should be adapted by the EVC/Visit Leader to meet any specific requirements. This is completed on an annual basis for ‘commonly used companies’ in order to reduce workload and bureaucracy.</p>

<p>Transport - MINIBUS</p>	<p>7.5</p> <p>Minibuses for trips are normally provided by the coach companies we use so will be covered by the LEV13 as above.</p>	<p>If Welton St Mary's Church of England Primary Academy intends to use a minibus, it will consult with the Educational Visits Team to ensure all requirements will be met. The Educational Visits Team might put the School in contact with the Transport Services Group (TSG) (for expert advice and guidance.</p>
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<p>Transport – USE OF PRIVATE VEHICLES</p>	<p>7.5</p>	<p>See 7.5.3 of the Lincolnshire Educational Visits Policy and Guidance document to create a policy statement. It is not encouraged that private vehicles belonging to a member of staff or volunteer is used for transporting young people. We will try to use a minibus or coach wherever possible. On occasion it will be necessary to transport children in a private vehicle owned by a member of staff. It is the staff/volunteers responsibility to ensure their vehicle is in a roadworthy condition and that their insurance is adequate for all eventualities. It is <u>essential</u> that insurers are informed that the vehicle is to be used on authorised school business.</p> <p>Prior to any member of staff/volunteers private cars being used.</p> <ul style="list-style-type: none"> • All Parents/Carers have been informed and given their consent. • All staff/volunteer drivers have signed form ensuring roadworthiness of their vehicle with regards to seat belts and maintaining suitable insurance cover. (LEV 12). School will request to see, verify and record driving licence, MOT, tax and insurance documentation. • Drivers will not be put in a position where they are on their own with a child. • The implication of the children act with regard to child protection and preventing unsuitable persons from having access to children are adhered to.
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Transport – Public Transport	7.5.4	Coaches will normally be used. The Governing Body however approves the use of public transport where appropriate (e.g. to reduce costs, to support specific educational outcomes). The visit leader must follow the Lincolnshire Educational Visits Policy and Guidance. The EVC, Headteacher and Governing Body must approve the use of public transport and safety must not be compromised.
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<p>Finance – charging</p>		<p>The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. The School/Setting’s Charges and Remissions Policy will be adhered to.</p> <p>The school/setting will apply the following key principles:</p> <ul style="list-style-type: none"> • Off-site activities will be financed through voluntary contributions. If there are insufficient contributions, the visit may be cancelled. • Programmes which take place wholly or mainly outside school hours and are not part of statutory curriculum provision are considered ‘optional extras’ and will be charged. • Parents/carers in receipt of certain types of benefit may be entitled to the remission of the board and lodging element of those visits which are not ‘optional extras’. • When stating the cost for each individual we will explain where this cost has come from and that we would like a voluntary contribution from parents to fund the visit. • In the event that parents are unable to offer a voluntary contribution, no child will miss a trip if parents do not make a voluntary contribution and it is an integral part of the curriculum. However, if sufficient financial support is not forthcoming the visit may have to be cancelled • Details on how to pay for trips will be provided in a trip letter sent to parents via parentmail. <p>Arrangements for remission of charges should also be explained</p> <p>.</p>
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		<p>Some visits may be to enhance the curriculum and therefore a financial contribution is needed for the children to take part in these trips.</p> <p>Children in receipt of free school meals will receive a 50% reduction in costs for all trips, including residential visits.</p>
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Emergency Procedures	7.8	<p>A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.</p> <p>The Visit Leader and other accompanying adults must be familiar with the school/setting's Critical Incident Plan. This includes arrangements for educational visits. All visit leaders have access to emergency numbers, a mobile phone, emergency funds and 2 senior members of staff at the school/setting.</p> <p>This must be read annually by all visit leaders.</p> <p>When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought by the legal team and EVOLVE advisers.</p> <p>See appendix 2</p>
Use of external organisations		<p>As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and public liability. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge.</p> <p>Where an organisation does not, we will check additional details as outlined in the DFE guidance on health and safety on educational visits to make sure it is an appropriate organisation to use.</p>

<p>Volunteers</p>		<p>Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents / carers volunteer than required on a visit, those invited to attend will be selected as fairly and transparently as possible whilst taking into consideration the needs of the pupils on the trip, the setting and circumstances of the trip, volunteers skills, attitude and past behaviour, including previous volunteer experience.</p> <p>Parents/ carers selected to volunteer will be informed at least 2 weeks ahead of the visit and will be asked to confirm their attendance in writing. They will be asked to confirm they agree with the expected behaviour (appendix 3)</p> <p>Volunteers will receive induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details and the expected timetable of the trip.</p> <p>Where practical and as required by the nature of visits (ie when volunteers may be left with children without staff members present), volunteers will be asked to undergo safeguarding checks including a DBS.</p> <p>At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.</p>
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Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
A	<p>Visits and journeys with risks similar to that of everyday life, eg. historic sites, museums, local walk, theatre, fieldwork in the locality.</p> <p>Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B)</p>	<p>Local: Annual Consent Form.</p> <p>Distant: Individual Consent Form specific to each visit.</p>	<p>The school has an online portal where parents sign to give permission for local visits. Parents are able to make changes to these permissions and school will be alerted. This includes consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers must still be informed of where their young person will be at all times. Consent for travelling in cars should always be obtained. Visits further away from the school/setting may require an individual consent form. Sufficient information must be made available to parents (eg through letters, meetings etc) so that consent is given on an 'informed' basis.</p>
B	<p>Outdoor / Adventure Activities in more remote areas having an element of risk, eg. Walks below 600m altitude.</p> <p>Activities in countryside environments.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information.</p>

	<p>Any visit with a residential element within the UK, eg. Activity Centre.</p> <p>Specialised activities require NGB Qualification for leaders/instructors.</p>		
C	<p>All activities in, on, close to water.</p> <p>All visits abroad.</p> <p>All recognised hazardous activities.</p> <p>Any school-led activity within the scope of AALA.</p> <p>Activities with significant Health and Safety concerns.</p> <p>Activity leaders require NGB qualifications.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information</p>

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision
Leadership and Training	8.1 and 8.2	<p>The Educational Visit Coordinators will undertake initial LA EVC training as part of their induction. This will be renewed every 3 years.</p> <p>New visit leaders will undertake Visit Leader Training.</p> <p>Newly Qualified Teachers will shadow Visit Leader in their first year.</p>

Quality Assurance	Various	<p>Welton St Mary's Church of England Primary Academy will look for the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. It is normal practice to locate suitable providers to deliver category B and C visits. All AALA activities must be delivered by a provider with a current AALA licence.</p> <p>Welton St Mary's Church of England Primary Academy will support 'school/setting self-led' Category B visits if the visit leader (and other staff) are judged to be competent, the visit has been planned in detail, recommendations from the Lincolnshire Educational Visits Service have been followed and the Lincolnshire Education Visits Policy and Guidance document has been adhered to.</p> <p>Welton St Mary's Church of England Primary Academy will require a new provider to complete LEV11 in order to gain written assurances about the quality and safety of the provision provided. This form should be adapted by the EVC/Visit Leader to meet any specific requirements.</p>
Travelling Abroad - GENERAL	8.9	<p>Specialist travel firms will normally be used to organise and plan visits abroad. The school/setting will utilise the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. Other firms will be considered with care and appropriate checks.</p> <p>Self-led visits will be carefully evaluated before being approved. Particular attention will be made to the location, leader and accompanying staff competency and the nature of the group.</p>

Travelling Abroad – EXCHANGE VISITS	8.9	The visit leader is required to complete LEV 14 as part of the planning stage.
Accommodation – BALCONIES AND/OR LARGE OPENING WINDOWS	8.10	Hotels or rooms with balconies and/or large opening windows should be avoided.

Key area	Important Policy Decision
Mobile phones (children and young people).	Children will not take mobile phones on any school visit
Small electrical handheld games/computers.	With agreement by the school, for a long distance residential, it may be agreed that an electronic handheld game without wifi / internet access is taken.
Clothing	School uniform is expected on day visits unless the activities that the children are embarking on do not lend themselves to school uniform. For residential visits it is non school uniform. For the Y6 residential, children are encouraged to wear a Welton St Mary's hoodie for easier identification.
The use of approved volunteers	For residential visits all volunteer helpers will have a DBS For day visits where children are under direct supervision from class teacher, a DBS may not be required for volunteer helpers. Where volunteers are working with groups of children unsupervised , they will have a DBS

Ratios of adults to children	<p>Staff ratios for school trips aren't prescribed in law.</p> <p>Instead, the leadership team and EVC will carry out an appropriate risk assessment for an educational trip or visit, and determine your staffing needs based on that.</p> <p>Decide the number of adults you need depending on:</p> <ul style="list-style-type: none"> • The nature of the outing and the activities • The age and maturity of your pupils <p>See https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision for further guidance</p> <p>The Outdoor Education Advisers' Panel (OEAP) outlines factors to consider and a framework to assess the staffing requirements of your trip – you can use this to help guide you if you're unsure.</p> <p>There are separate rules for the Early Years Foundation Stage (EYFS), as outlined in section 3 of this article.</p>
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The visit	<p>Leave in the school office:</p> <ul style="list-style-type: none"> • an amended list of children present and going on a visit. • full list of staff and groups of children for which they are responsible <p>Checklist</p> <ul style="list-style-type: none"> • check children out of classroom to ensure bags, lunchboxes and clipboards are taken • take First Aid Kit, inhalers and other medication e.g. epipen • mobile phone. <p>During the visit, young children must be kept in escort's group at all times. There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.</p> <p>Courtesy to the public must be shown at all times, care taken not to block pathways, etc.</p> <p>Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.</p> <p>On return</p> <p>Group leaders will check all children off the coach and a member of staff must lead the class either into school or to an area of the playground where children can be collected by parents/carers. Teachers will ensure that each child departs with known adult.</p> <p>A teacher must remain with uncollected children until all parents have arrived and all children have departed.</p>
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Appendix 1 - Extended Learning Locality

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on a signing out sheet left at the office.
- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are within walking distance. This area includes, but is not limited to, the following frequently used venues:

- Manor Park and playground
- Park at social park
- Welton Library
- St Mary's church
- Dunholme church
- Welton Woods
- Village centre and shops
- Public footpaths through the fields
- Stonecliff Park
- The area around the Beck

Operating Procedure for Local Learning Area

Prior to outdoor learning

- all adults on the outdoor learning experience must know their role
- STAGED approach must be followed – Staff Timing Activity Group Environment
Distance from support, upload to Evolve, leave a copy at office (should take no longer than 15 mins).
- Staff leading the extended learning space activity must be clear of the emergency plan for the visit - know critical incident plan
- On day of visit – let office know who you are taking out of school

Ratios

- There is flexibility here. All visits vary. It is the appropriate level of supervision based on STAGED approach. The visit leader will consider what the type of activity is, the duration of the activity, professional judgement, venue, time of year, plan B availability. Factored into this is the competence of the people leading and supporting the outdoor learning and their experience of running visits.

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people/ members of the public /animals
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Deep water at the fishing lake

These are managed by a combination of the following:

- The Head, Assistant Headteacher or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school and a synopsis is on our school website.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in buddy pairs at a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves safety glasses)

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There are always two nominated emergency base contacts for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority, legal team in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card (*Available via www.oeap.info*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
8. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).

Appendix 3 Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to [insert member of staff] at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found

<https://weltonstmarysacademy.co.uk/wp-content/uploads/Policies/Behaviour/Parent%20Code%20of%20Conduct%20Policy%202025.pdf>

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: