

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 February 2022
Review Bi-annually
Next Review Latest review December
2021

Welton St Mary's CE 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.

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. Marys CE 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.

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

Subject specific policies e.g. PE (including swimming), Geography, History, Religious Education

Induction Policy

Gaining approval for a trip

Governors

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.

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.

The Senior Leadership Team

is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

should 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

should ensure the suitability of all staff appointed to the visit.

should ensure that the visit leader fully understands his/her responsibilities.

should implement effective emergency contact arrangements.

should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

should have a system in place to record, audit and monitor school off-site visits.

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.

The key requirements for leaders are that 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, and 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.

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.

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.

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.

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.

<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>Child Protection/Safeguarding</p>	<p>7.3</p>	<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>Insurance</p>	<p>7.4</p>	<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.</p>
<p>Transport – COACH</p>	<p>7.5 Attached copy of LEV13.</p>	<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>

Transport - MINIBUS	7.5 Minibuses for trips are normally provided by the coach companies we use so will be covered by the LEV13 as above.	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.
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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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<p>Transport – Public Transport</p>	<p>7.5.4</p>	<p>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.</p>
<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 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’. <p>Arrangements for remission of charges should also be explained</p>

<p>Emergency Procedures</p>	<p>7.8</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 a senior member of the school/setting.</p> <p>Attach Critical Incident Plan</p>
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Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
<p>A</p>	<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/setting creates one annual form for updating 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/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.</p>

<p>B</p>	<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>Any visit with a residential element within the UK, eg. Activity Centre.</p> <p>Specialised activities require NGB Qualification for leaders/instructors.</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>C</p>	<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>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>

	Activity leaders require NGB qualifications.		
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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 Coordinator 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>

<p>Quality Assurance</p>	<p>Various</p>	<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>
<p>Travelling Abroad - GENERAL</p>	<p>8.9</p>	<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.

8 OTHER IMPORTANT POLICY DECISIONS

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.
The use of approved volunteers	<p>For residential visits all volunteer helpers will have a DBS</p> <p>For day visits where children are under direct supervision from class teacher, a DBS may not be required for volunteer helpers.</p> <p>Where volunteers are working with groups of children unsupervised, they will have a DBS</p>

Ratios of adults to children	<p>Staff ratios for school trips aren't prescribed in law.</p> <p>Instead, you need to 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

Leave in the school office:

- an amended list of children present and going on a visit.
- full list of escorts and staff and groups of children for which they are responsible

Checklist

- 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.

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.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

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.

On return

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.

A teacher must remain with uncollected children until all parents have arrived and all children have departed.

Financing the visit

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.

Some visits may be to enhance the curriculum and therefore a financial contribution is needed for the children to take part in these trips.

Children in receipt of free school meals will receive a 50% reduction in costs for all trips, including residential visits.