



EDUCATIONAL VISITS

Education Visits Co-ordinator – K Hawthorne

This policy follows the LA's GMOL (Children and Young People's Services Guidance for the Management of Outdoor Learning, found on EVisits) and ALL visit leaders and assistants must be familiar with this document.

Rationale

School visits both extend and enhance the curriculum for children. Visits need to be directly related to the normal school curriculum and involve elements of teaching and learning.

Visits to a range of different locations support the work that is undertaken in school through enabling children to experience different environments first hand. Visits can also introduce children to different aspects of the arts through visits to museums, art galleries and theatres. Oakhill Primary is committed to providing a wide variety of out of school visits for all pupils each year.

Organisation

Please observe the following points:

- Bookings of all educational visits will be made and confirmed by Mrs J Cooke in the school office. Information and risk assessments will be uploaded to the Educational Visits folder in Teams.
- A programme of visits has been implemented; this is reviewed annually.

General Visits Information:

- All visits must be recorded on the electronic EVISITS system by the party leader for insurance purposes.
- Insurance for visits and journeys are covered by the school insurance policy.
- Payment for visits is made via Arbor.

Timescale – please see attached flowchart

Holiday periods are not to be included in the notice period unless express permission has been sought from the EVC/HT.

- **At least 6 weeks prior to the intended visit date:** Letters will be sent out to parents by the office, to allow enough notice to pay the required amount and to complete the consent form. The letter will include key information e.g. clothing and footwear needed, lunch arrangements, special equipment and specific instructions (e.g. travel sickness medication, whether sweets and chocolate can be taken etc.)
- **At least 5 Weeks prior to the intended visit date:** Visiting staff to complete a pre visit to the venue if necessary with either EVC or SLT. EVC/HT to confirm pre-visit requirements.
- **At least 4 Weeks prior to the intended visit date:** The visit should be entered onto the EVISITS system. (Please ensure that your itinerary for the visit is uploaded as a separate document).

This should be done by the party leader. Mrs Cooke will help you to do this if necessary. The LA will be informed of the visit via EVisits. The following documents must be uploaded:

- All associated risk assessments
- Groupings of children attending the trip
- Medical details of children attending

If you are unable to attach these documents at the time of creating the form, you must 'add note' to be sent to EVC to notify them, otherwise the issue will not be known and therefore not addressed.

- At least **2 Weeks prior to the intended visit date**: Closing date for parental consent forms to be received back in school. Wrist band must be ordered with the school office.
- At least **10 days prior to the intended visit date**: Notification to the school catering supervisor regarding dinner numbers/packed lunches required. (Done by Mrs Cooke)
- The **day before** the visit the class teacher will speak to the children about the visit, what to expect and the behavioural expectations, including cultural and social expectations.
- VISITS SUCH AS SPORTS COMPETITIONS, LOCAL AREA WALKS, ATTENDANCE TREAT ACTIVITIES OR VISITS THAT ARE OFFERED TO US BY ORGANISATIONS WITH LITTLE OR NO NOTICE, WILL BE ASSESSED INDIVIDUALLY AS TO WHETHER THE ABOVE TIMESCALES NEED TO BE APPLIED. GENERALLY, IF THE VISIT IS COVERED BY OUR 'PARENTAL CONSENT FOR TAKING CHILDREN OFF SITE' AND IF THE INTENDED VENUES HAVE BEEN USED BEFORE AND WE HAVE EXISTING SUITABLE RISK ASSESSMENTS IN PLACE, THEN A PHONE CALL TO THE VENUE TO CHECK FOR ANY SIGNIFICANT CHANGES WILL SUFFICE. ONLY THE EVC OR HT CAN MAKE THIS DECISION AND THE VISIT MUST STILL BE ENTERED ONTO THE EVISITS SYSTEM WITH THE NECESSARY AMENDED RISK ASSESSMENTS.

The Legal Framework

The employer has a duty to ensure, so far as it is reasonably practicable, the health safety and welfare of staff and the health and safety of pupils and visitors on and off the site whilst on school activities. (Health and Safety at work act 1974).

Staff cannot be required to undertake activities out of their normal working time; when staff have volunteered their services they must have full indemnity insurance.

Teachers have a common law duty to act with care as befits a trained and experienced professional.

The school will ensure that all visits are entered onto the "EVisits" system within the required timescales for day trips i.e. 4 weeks prior to the start of the visit with an electronic version of the risk assessment attached. This will then give the EVC, Headteacher and the LA appointed officer the opportunity to review and identify any potential risks and ensure that the visit is appropriately authorised prior to taking place.

Programme of visits

The programme of visits has been devised to ensure that each year all pupils undertake at least two off site visits and have one onsite experience which either supports the work they are doing in school or gives the children an opportunity to have a cultural experience. In addition, all KS2 children in the school will have the opportunity to visit a pantomime during either the autumn term.

The Activity Leader

The Head Teacher must ensure that the activity leader is competent to undertake the activity and understands the nature of the responsibilities related to that activity. Where a teacher or other adult accompanies the visit and is not the activity leader, they must follow the instructions of the activity leader.

The activity leader has full responsibility for the safe running of the activity including prior agreement for the activity to take place, following the guidance in this policy and ensuring that all participants are aware of their roles.

Other adults

Teachers, support staff, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating. The extent of these responsibilities must be made clear to them prior to the visit (see below) preferably at a pre - visit meeting.

First Aid Trained Staff

Each visit will be assessed individually to ascertain the need for taking first aid trained staff.

Volunteers

(The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities.)

- Every volunteer accompanying the visit should know precisely what their role is and understand that they have a responsibility to ensure they carry out that role.
- Opportunities should be offered if possible for volunteers to meet the children they will be responsible for before the visit.
- Volunteers must understand that they have a responsibility to follow the instructions of the group leader.

Staffing & Ratio of children to adults

Although there is no strict guidance on ratios of adults: children for school visits we feel that it is important to set out some guidelines for our school and the following should be used as guidance. The factors below must be taken into account when considering appropriate levels of supervision. The HT/EVC will make the final decision on the appropriate supervision ratio.

Nursery	1 adult to 5 children
Reception	1 adult to 6 children
Year 1 and 2	1 adult to 8 children
Year 3 and 4	1 adult to 10 children
Year 5 and 6	1 adult to 12 children
Swimming:	Two adults to accompany each class

The following rules must be applied:

- If needed a decision by HT and EVC will be made if a member of SLT must accompany the visit they must not be included in the staffing ratio given above. The SLT member will travel in their car (ensuring that the correct insurance and driver's declaration is in place) so that we have means by which to transport children in emergency situations.
- In addition, there must be at least 1 teacher/Senior Leader for each class/group.
- It may be necessary to increase the ratio of adults:pupils in certain circumstances.

Behaviour

In rare cases where children have displayed persistent negative behaviours and/or behaviour which could cause risk or injury to themselves or others, they may be unable to attend an educational visit. This decision will be at the discretion of the headteacher following an evidence look and in consultation with staff.

Communication with Parents/Carers

On entry to the school parents are asked to sign a consent form for children to be taken off the school premises for short visits within the local area. Where visits take place outside the local area letters are always sent to parents giving specific details, including times, dates and transport details. Letters are to be sent to parents/carers at least 6 weeks before the visit takes place, in order that the correct timescales for the return of payment, consent slips and entry onto the EVisits system can be fulfilled.

Before the visit

When visiting a location for the first time, the EVC and teacher in charge must make a preliminary visit (This must be done at least 5 weeks before the visit date) in order to:

- plan the schedule and activities for the day
- evaluate any risks
- communicate with personnel at the site to be visited in order to find out about lunch, toilet arrangements, fire exits, emergency procedures etc. A risk assessment may be provided by some establishments.

If the venue has been visited before by the lead teacher/SLT member, then a telephone call to the site or tourist office must be made to ascertain any changes in circumstances which may affect the subsequent risk assessment. However, if the lead teacher or accompanying SLT member has not visited the venue before then a pre visit must be undertaken. In any circumstance, the above timescale should still be adhered to.

The teacher in charge must allocate groups of children to each adult. Care must be taken to allocate more challenging pupils to the most experienced staff.

At least the day before the visit: The visit leader must ensure that they have an up to date medical list of all children going on the visit PLUS copies of their Care Plans. (These are available on CPOMS). Wristbands and hi viz vests should also be sourced at this point if required.

The school reserves the right to refuse to take a pupil on a visit if a risk assessment deems that the pupil presents an unreasonable risk to the safety of themselves or others. Advice will be taken from the Family Support Team and SENDCo.

Preparing the pupils

Pupils should clearly understand what is expected of them during a visit and what the visit will entail. They will be explicitly told where they are going and what this is, along with the activities/experiences of the day and the expected etiquette/behaviours during these times. Pupils should be told about any potential dangers and how they should act to ensure their own safety and the safety of others. It is good practise to keep a record of this conversation on your risk assessment.

Preparing the adult helpers

A meeting should be held with all adult helpers prior to the visit. This may take place on an individual or group basis. The group leader (teacher in charge) should ensure that adult helpers know:

- about the arrangements for the day including time schedules and rendezvous points.
- all relevant information about the pupils in their care, including medical needs.
- about the information on the risk assessment.
- about the procedures to follow in an emergency.

Each adult must be supplied with a list of children in their care including guidance on the teachers expectations for the children, rules for expected behaviour, a schedule for the day including learning objectives if appropriate, a list of emergency phone numbers and a first aid kit. **The party leader should ensure that they have access to a mobile phone during the visit.** If possible all adults should have access to a mobile phone which can be used in an emergency.

Equal opportunities

All young people are encouraged in as wide a range of activities as possible and the school will make every effort to ensure that this occurs for all pupils irrespective of special educational or medical needs, ethnic origin, sex or religion.

The day of the visit

The teacher in charge must check the allocated groups of children for each adult, in case any circumstances have changed (e.g. behaviour). Care must be taken to allocate more challenging pupils to the most experienced staff. A list of which adults are responsible for which children should be uploaded onto EVisits.

You must ensure that young people are counted on and off vehicles and before leaving any venue on every occasion. Pupils should be easily identified (by school uniform) but should not wear name badges. It may be useful for pupils to wear either wristbands or badges bearing the school name and telephone number and they should wear HI Vis vests where possible.

The group leader should establish rendezvous points and tell children what to do if they become separated from the group.

Ensure that all participants' abilities are equal to the routes and locations chosen.

The teacher in charge must telephone the school office (01782 235238) to advise that the group have safely arrived at the venue.

They must also contact the school office to inform of any delays to return time and to let the office know that they have left the site of the visit and likely return time. Contact must be kept up to date if there are any unexpected delays so that the office can inform parents of any changes.

Transporting Children in Staff Cars

Any staff or other adult taking children off-site for school visits or other events must have insurance which covers them for business use.

The school must be supplied with copies of:

- Driving licence
- Insurance details

Out of Hours Visits

For visits which will take place outside of normal school hours, the visit leader must ensure that they have a list of all party member's names and contact numbers.

Messaging Parents/Carers

If you are taking a mixed group (i.e. not whole classes/years) on a visit which is likely to return after the end of the school day, it is essential to ask the office staff to set up a 'group' on our messaging service so that communication with parents can be done more easily.

Risk Assessments

A risk assessment must be carried out for each visit. The risk assessment must consider

- the type of activity being undertaken
- the conditions and the expertise and experience of staff
- the number of pupils involved
- the age of the pupils, their sex, ability general behaviour and medical needs
- the previous experience of the group in undertaking off-site visits
- the time of the day and the time of the year
- the travel arrangements
- the hazards of the environment being visited
- the nature of the activity
- first aid cover available

Hazards or risks which may be present include

- The risk of road traffic accidents
- Long distance driving after working all day
- The risk of young people becoming separated from the group and getting lost
- Problems associated with the remoteness of the location
- Weather risks, especially during the winter
- Risks associated with activities in close proximity to water
- Risks associated with height and the possibility of a fall or being struck by objects from above
- Specialist activities
- Airborne activities
- Mechanically propelled vehicles
- Risk of accident which might result in media coverage

Visits which include an overnight stay

Any visit which includes an overnight stay requires a much longer planning period. The EVC must always be involved in the planning of such visits from the outset.

Such visits must be approved by the LA and written consent obtained from parents. Parents should also complete a medical questionnaire a copy of which should accompany the party. A staff medical questionnaire must also be completed.

A link person needs to be established (EVC/Headteacher) who has a list of all party members and whose telephone number is known by parents and by all accompanying adults for use in the case of emergency.

The accompanying staff must include a responsible female adult where girls are included in the party. Parties should include a trained first aider and the group leader should be conversant with procedures in the event of an emergency situation.

On long coach journeys during residential trips the children are permitted to take a tablet to use for the journey. These will be collected and stored for the return trip. No child is to take a mobile phone on any trips including residential. A school mobile phone will be taken and used if needed to contact parents, in the first instance this should be done through the school office.

Emergency/Critical Incident Support

The party leader must ensure that they take a copy of the emergency out of hours procedure with them for any out of hours visits. This can be found on EVISITS.

OUT OF HOURS SUPPORT:

The number to call if you are a Visit Leader that requires Local Authority support with a critical incident on a school/service trip out of hours is 01782 234567.

If you require LA support for a critical incident or need to notify the LA of a critical incident you should:

- Call 01782 234567;
- Inform the operator that you are a Visit Leader on a school trip and a critical incident has occurred;
- Provide the operator with information about the incident, including your contact details.
- Ask Stoke on Call to contact the Director on Call
- The Director on Call will then contact you to obtain further information and help to co-ordinate the City Councils Response. The Director on Call will either advise you on what to do straightaway or they will call you back.

It may be that no action is required if the incident is under control and the school/service contact has made the appropriate phone calls to parents, Headteacher/Head of Service and other relevant people.

However, the Director on Call may decide to involve the Director of Children and Young People's Services, and the Chief Executive, depending on the nature and severity of the incident. The Director on Call will also ensure that the LA press office is notified so that all press enquiries can be directed to them.

SUPPORT DURING SCHOOL/OFFICE HOURS

If a Visit Leader requires LA support with a serious incident during school hours, they could call the Director of Children and Young People's Services on 01782 236100 and explain the situation directly to this person. If the Director is unavailable, you will either be transferred to the Director on Call or you should call 01782 234567 and follow the above procedure for out of hours incidents.

In the event of an incident, all press and media enquiries will initially be dealt with by the emergency services. No member of the party should speak to the press except to inform them that a statement will be issued in due course.

**REVIEW & AMEND AS NECESSARY ANNUALLY – SEPTEMBER 2027 (MOST RECENT REVISION
SEPTEMBER 2025)**

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