



Diocese of Norwich
Education and
Academies Trust

Unity Federation of Church of England and Community Academies – Colkirk and Sculthorpe Church of England Primary Academies and Little Snoring Community Primary Academy

Educational Visits

Policy Type:	Academy Policy
Approved By:	Local Governing Body
Approval Date:	March 2023
Review Date:	March 2024
Person Responsible:	Executive Headteacher

Unity Federation has formally adopted, through its Governing Body (*where appropriate*) the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and uses EVOLVE www.norfolkvisits.org.uk to record and approve visits. Monitoring procedures have been agreed with the Governing Body/ Managers to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

At Unity Federation we have a strong commitment to the added value of learning outside the classroom and beyond the school premises. We seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all our pupils.

Each year we will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to Suzannah Hayes (Executive Head Teacher). The Head teacher has nominated Jess Woodrow (Head of School – Little Snoring) and Hannah Davies (Head of School – Colkirk) as the Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment and the EVCs have received training by the LA.

If using the Evolve Local Area Visits (LAVs) module then it's been agreed that LAVs need to be approved by EVC.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan – there is a proforma (Appendix 1) which all staff will be required to complete and be signed off by the Executive Head Teacher or Head of School. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk.

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 – [Adventure Activity, Overseas or Residential]

These visits must be approved via Evolve and the LA's on-line approval gained.

These must normally be submitted to LA at least 30 days before the visit.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

These must be submitted to Head a minimum of 10 Days in advance

Level 1 Local regular day visits this establishment has chosen to:

~ use Evolve Local Area Visits Module (LAVs) to record these. It confirms that set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Management

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and these will be recorded.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Other school policies that this Educational Visit policy relates to are:

- School Charging Policy
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Behaviour Policy
- Supporting Pupils with Medical Conditions
- Insurance policy (related to Travel)

APPENDIX 1:

Educational Visits Protocol

Thorough planning is important. For any proposed school trips the following steps should be taken:

STEP 1: Discussion with Head of School

The information provided in this discussion will be considered and a decision made as to whether the trip can go ahead. The discussion should include:

- Does the visit have a clear educational value?
- How much will it cost per pupil?
- Who will lead the visit? Have all relevant staff been consulted?
- How many additional adults will be needed?
- How much time will be spent at the venue?
- Can it be organised effectively in order to minimise/control the risks associated with it?
- What risk assessment clarification should the visit have?

High risk = Visits aboard and/or visits involving adventurous activities

Medium risk = other residential visits

Low risk = short duration visits in the local vicinity or regular visits

If the discussion indicates that the requirements have not been met or there is insufficient information to make a decision, then either additional information will be requested or the suggested visit will be disapproved.

STEP 2: Fill out Planned Educational Visit Proforma

This information needs to be shared with office staff and the other class teachers attending the trip. Office staff will then put in motion plans for booking the trip e.g. transport, letters to parents. The Visit Leader needs to liaise with the venue to ensure the educational value is clear. This needs to be carried out at least 3 weeks before the visit, so that parents are given the necessary information as soon as possible.

STEP 3: Risk Assessment

The Day/Residential Risk Assessment will be completed by the Visit Leader, using Evolve. This is the key element to the process and it is important that all relevant aspects are considered. A copy of any risk assessments will be placed in the visit folder in the school office.

Pupil:Teacher/Adult Ratio

There is no 'right' level of supervision but the following should be viewed as a guide.

Reception 1:3 with children aged 4, 1:4 if aged 5.

Years 1, 2 and 3 = 1:6.

Years 4, 5 and 6 = 1:15.

Educational Visits

Visit Leader:	
Venue:	
Educational Aims:	
Date of visit:	
Duration of visit (leaving school and returning to school):	
Approximate costings:	
Number of children attending (and Class names):	
Number of staff needed:	
Lunchtime arrangements:	
Transport arrangements:	
General: (Are there any routine school activities which will be affected by this visit? E.g. swimming)	
Signature of Visit Leader:	Signature of SMT:

Day Visits Checklist

<p>At least 4 weeks in advance:</p> <ul style="list-style-type: none">• Discussion with Head of School• Carry out a preliminary visit (if possible)
<p>At least 3 weeks in advance:</p> <ul style="list-style-type: none">• Fill out planned educational visits proforma; and hand to Head of School (for final discussion with Executive Head Teacher)• Send out a letter to parents, to include (this will be done in consultation with the office staff):<ul style="list-style-type: none">~ educational aims of the visit~ itinerary~ clothing required – school uniform or other~ any equipment required~ lunch requirements~ cost of the visit~ procedures in case of misbehaviour or minor illness~ date when the reply slip needs to be returned by~ reply slip
<p>At least 2 weeks before:</p> <ul style="list-style-type: none">• Risk assessments to be completed on Evolve and a PDF print out handed to the office for the trip folder.
<p>Prior to visit:</p> <ul style="list-style-type: none">• Organise the children into appropriate groups and prepare a list for each adult.• Ensure all consent forms have been given to the office.• Check parent helpers have been DBS checked and have the relevant information.