



Saint Nathaniel's Academy



Educational Visits Policy 2024

Review date: April 2026

'With God all things are possible' Matthew 19:26



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Educational Visits Policy

Introduction

1.1 Safely managed educational visits with a clear purpose and learning intentions are an indispensable part of a broad and balanced curriculum and are a vibrant aspect of the school. They are an opportunity to hook the children into and extend their learning, including an enrichment of their understanding of themselves, others and the world around them.

1.2 At Saint Nathaniel's Academy we ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits, visitors and other activities that enhance and complement what they learn in the classroom.

This policy should be read in conjunction with supporting documents, specifically, the Local Authority's Guidance for the Management of Outdoor Learning.

All forms are available on <https://app.e-visit.co.uk/Login?returnUrl=Systems> (eVisit) or from the Educational Visits co-ordinator (EVC).

2. Aims and Purposes

2.1 The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Every term each class is expected to take part in either a visit out of school or a visitor will visit the school in order to hook the children into their new topic and to enhance the learning taking place in the classroom.

2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning.

2.3 Visits and activities usually take place within the school day. The Principal approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety.

3 Curriculum links

3.1 All educational visits and activities support and enrich the work we do inside school.

4 Residential visits

4.1 At Saint Nathaniel's Academy, children in Year 6 typically have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the National Curriculum.

4.2 The residential visit enables children to take part in outdoor and adventurous activities. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

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5. Responsibilities

5.1 Under the statutory guidance which came into effect on 1st March 2003, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DFE requirements and LA guidelines. The EVC should have suitable experience of planning and leading trips but should not be the Principal. This school's EVC is Andrew Bowler.

Local Authority (LA)

- Overall Health & Safety responsibility
- Health, safety and welfare of teachers and other education staff
- Health and safety of pupils in-school and on off-site visits
- Health and safety of visitors to LA establishments - and volunteers involved in any LA activity
- Manage response to, and aftermath of, any significant incidents

Outdoor Education Adviser (OEA)

- Provide support for Educational Visits Co-ordinators
- Approve or decline visits based on safety issues (not quality)
- Enable a clear audit trail and database
- Provide expert advice, training and monitoring

Principal

- Be aware of Best Value in the planning of visits
- Ensure contingency planning
- Advise Educational Visit Co-ordinator
- Approves or declines visits on grounds of safety and quality prior to OEA approval.

Educational Visits Co-ordinator (EVC)

- Ensure all visits meet Local Authority requirements
- Assess the competence of leaders
- Ensure emergency plans are in place and understood
- Ensure risk assessments are fit for purpose and adhere to the policy
- Ensure all risk assessments have been uploaded onto the eVisit website within the LA time limits.
- Submit risk assessments to the Principal for approval.
- Record, review and monitor visits
- Ensure there is a named emergency contact at school for the duration of the trip

Visit Leader

- Plan and risk assess the visit
- Upload the visit and risk assessment onto eVisit within the correct time limits
- Ensure all staff and volunteers are fully briefed before the visit and are given a copy of the risk assessment. A copy of this should be signed by all staff/adults attending the trip, and handed to a member of staff in the school office.
- Ensure that they and all staff/adults attending the trip have completed relevant details on the 'On The Day Information' sheet, and ensure that this, has been handed to the office staff before leaving for their trip.
- Monitor the risks throughout the actual visit as circumstances change
- Immediately contact the LA Director-on-Call (**01782 234567**) in the event of a significant incident during a visit.
- Review the visit on return to school

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6. Parental Consent

6.1 Parents are made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis.

6.2 The letter to parents gives full details of the visit, the reason for the visit (educational aims), supervision arrangements, transport arrangements and ensures that the detail of other incidental activities is included, together with a 'Plan B' if appropriate. The letter also informs the parent/carer of the cost of the visit per child. The school will subsidise the cost of the educational visits for all children where no voluntary contribution has been made.

6.3 Parents give written consent for their child to take part in any activity that takes children off the school site. If the school do not receive this written permission, the child will be unable to participate. At the beginning of each academic year, parents/carers are asked to sign a document giving permission for their child to take part in activities within the local area during school time. Verbal consent cannot be accepted.

7. Risk Assessment

7.1 A risk assessment must be undertaken prior to all educational visits and off-site activities. 'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

7.2 In considering risk, there are 3 levels which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist' to be found on eVisit.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change

7.3 The school uses a standard format for risk assessments (see school shared drive). Once the visit leader has completed the risk assessment, this is uploaded onto eVisit where it is checked and submitted by the EVC and approved by the Principal.

7.4 Before the visit

- Assign a visit leader and assistant leader
- Best practice would suggest that a pre-visit is completed where necessary/possible
- Obtain the Educational Visits checklist (available from the EVC) and obtain approval for the visit to go ahead from the EVC and Principal
- Identify which first aiders will be going on the visit
- Order lunches from the kitchen via the office
- Complete a risk assessment and upload onto eVisit. Overseas trips MUST be approved by the Principal at least two months before the departure date. UK residential and/or adventurous visits must be approved by the Head at least three weeks before the due departure date. All other trips should be submitted to the EVC at least two weeks prior to the visit.
- Inform parents/carers through a letter or through the use of Arbor, including a written/signed permission slip (to be approved by the EVC and/or office before being

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sent out). This is completed, where possible, at least 4 weeks in advance of the visit/visitor in order to give the parents/carers plenty of advance notice

- Brief supervising adults, including volunteers, give them a copy of the risk assessment, the medical details of any children in their group with medical needs and the visit itinerary. A copy of the risk assessment **must** be signed by all adults attending the visit, and this must then be handed to a member of staff in the office. This will form an acknowledgement that all adults attending understand the risks involved.

7.5 On the day of the Visit

- Collect first aid kit(s)
- Collect lunches
- Take asthma pumps and Epipens as necessary
- Take emergency inhaler
- Complete on the day visit checklist available from EVC and available of the shared drive
- Brief supervising adults, including parents/carers and volunteers
- Ensure a mobile phone is charged and working and that the office has the numbers of other staff who are taking mobile phones and that they are switched on during the whole visit
- Ensure there is an emergency contact person in school for the duration of the visit
- Take a register before leaving school and count the number of pupils regularly, and always when changing locations
- Have a contingency plan in case of unforeseen circumstances
- Re-evaluate the risks as the visit is in progress i.e. on-going risk management

7.6 Post-visit

- Evaluate the visit- was it value for money; did it deliver the planned outcomes; does the risk assessment need adjusting?
- Build on the learning
- Complete any accident forms

7.7 First Aid

The level of first aid provision should be based on risk assessment. On all visits there will be a responsible adult who has an up to date first aid qualification. EYFS trips MUST have a paediatric first aider present.

First aid kits are checked and taken from the classroom. If the visit involves the party splitting up, a kit is taken for each group.

7.8 Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant (see eVisit). All staff, including parents, should be provided with a copy of this guidance prior to the visit.



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8 Ratios

8.1 As a general guide and in normal circumstances, the adult /child ratio is:

Foundation Stage – 1:6

Years 1, 2 and 3 – 1:8

Years 4, 5 and 6 – 1:10

8.2 However, a professional judgement must be made for **each visit**, by the visit leader, EVC and Principal, as a range of characteristics relevant to the particular visit may determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of the venue
- Weather conditions at that time of year
- Nature of transport involved

9 Voluntary help

9.1 At Saint Nathaniel's Academy, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents/carers or governors.

9.2 Volunteers are made aware that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility for visit

9.3 The school appoints volunteer helpers as far in advance of the visit as practical

9.4 The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

9.5 The visit leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

9.6 The visit leader is responsible for providing the volunteers with a printed copy of the risk assessment and to explain the risks that have been identified.

10 Transport

10.1 Parents/carers are always informed as to the type of transport being provided for an educational visit.

10.2 Coaches. Seat belts must be provided on all seats. Each child must wear a seatbelt whilst travelling on a coach. The visit leader is responsible for the conduct and behaviour of the children whilst they are travelling.

10.3 Only members of staff who have received training in accordance with the LA's policy may drive the minibus. Before using the vehicle, the driver completes a checklist and reports any defects to the Principal or School Finance Manager.

10.4 All staff driving the minibus must show their license to a member of staff in the office who will then sign a formal notice stating that they have seen a relevant and up to date driving license. This is kept in the school's main office.



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10.5 If a member of staff is taking children out of school in their own car they will ensure that they have business insurance for this purpose. Where possible, an accompanying adult will join the staff member and any children in the car.

11 Money

10.1 If children are allowed to take money on a school trip, the parents/carers are informed in the information letter. The decision whether to allow money or not and how much to allow, is the visit leader's.

10.2 If money is to be taken, the visit leader will decide whether it is held centrally by the visit leader and assistant leader until the time arrives for it to be spent, or whether it is appropriate for the children to keep it themselves.

10.3 Parents/carers are advised how much a visit/visitor costs in the initial information letter. Parents/carers are asked for a voluntary contribution to cover the cost of the visit/visitor. The remainder of the cost is met by the school.

12 Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and informs the EVC of any aspects to be considered in future planning.

Signed: *A. Bowler*

Educational Visits Coordinator

Signed:

Headteacher

Signed:

Chair of Governors

Date: April 2024

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