

Educational Visits Policy

Policy aims:

The Evolution Centre takes the view that off site activities are a vital part of learning, they increase motivation and interest and are an important part of the curriculum. To this end the school will take appropriate opportunities for students to make visits whilst carrying out risk assessments to manage risk and support all to stay safe and have fun.

In its Health and Safety advice publication dated November 2018, the Department for Education is keen to reduce the burdens on school, simplifying health and safety to ensure children can experience a wide range of activities whilst learning about risk and remaining safe. Schools should take a common sense and proportionate approach remembering that risk assessment exists to allow children to undertake activities safely.

Local, regular visits:

The Department for Education advice (November 2018) is clear that regular local visits such as to local sports facilities, supermarkets or places of worship do not need a lengthy risk assessment each time a visit is planned, they can be considered as “lessons in a different classroom”. The school must hold standard risk assessments for each of these venues which are updated and checked each time a member of staff wishes to take a visit out.

Objectives of off site visits:

- To bring classroom based learning to life with a real experience
- To provide motivation or interest to improve student engagement
- To access learning experiences unavailable on the school site
- To gather information and research something
- To increase involvement in the local community
- To have fun and gain valuable experience and make memories

1 Procedures for whole day trips and/or trips further afield:

- 1.1 Staff wishing to plan and undertake a new whole class visit (prospective visit leaders) should apply verbally to the headteacher for permission to plan the visit. Once granted they should submit the details on **Form EV1, Application for the Approval of an Educational Visit**, to the headteacher and receive outline permission to undertake the visit.
- 1.2 Outline permission will be granted when all the requirements have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
- 1.3 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be shared with Head office by the headteacher for approval that all the procedures have been satisfactorily completed.
- 1.4 Once outline permission, and any necessary Head Office approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be given to the head teacher for final

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approval.

- 1.5 Following each visit the visit log on Schoolpod must be completed and for more significant/lengthy visits the leader will review and discuss the trip with the head teacher. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the headteacher.
- 1.6 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Responsibilities

- 2.1 The Director with responsibility for the school should have an overview of this policy and the standard trips undertaken. They should be made aware of any activities which involve more complex planning or overnight stays.
- 2.2 The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 2.3 The Educational Visit Co-ordinator, currently the head teacher, is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

- To receive EV1 forms and check all visit details are completed and to ensure the annual record of visits is maintained.
- To check that all requirements for approving a visit have been undertaken.
- To grant outline permission for a visit to go ahead and signify this by signing form EV1.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with head office or the Local Authority on any visit involving residential or foreign travel and additional or high risk activities.
- To grant final permission for a visit when all organisation and planning are complete.

The school's current EVC is **Jacqui Brooks**

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- 2.4 The designated visit leader is in overall charge of the group and remains responsible throughout the visit. School staff should have the opportunity to discuss any visits and their leadership of these with the EVC in the planning stages.
- 2.5 They should carry the emergency card which details actions to follow in case of an emergency.
- 2.6 If the visit is wholly during the school day then the school office remains the emergency point of contact. If the visit extends beyond the school day then arrangements must be made for a point of contact which could include the use of the company's on-call system. If this is the case the person on-call must be fully briefed with regards to their role.
- 2.7 It is often the case that unexpected occurrences cause visit leaders to need to make decisions on the hoof. At these times group leaders should carry out dynamic risk assessments. These are risk assessments considered at the time taking into account the immediate issues. If in doubt the group leader can contact the school to discuss any risk that they don't feel able to assess alone. Dynamic risk assessments and/or considerable changes to any trip plans should be recorded on the "Extra-Curricular" tab on the Schoolpod system on return.

3. Behaviour Management whilst on trips

- 3.1 When students and staff are off site they are representing the school and should strive for the highest standards of behavior wherever possible
- 3.2 Students should always have an appropriate level of supervision for trips as indicated in their IMP
- 3.3 Teacher's should use the school's normal expectations of behavior, enforced in the usual ways (see behavior policy)
- 3.4 Where there is concern that behavior is escalating it is the visit leaders' decision regarding whether it might be better to send that student back to school or home with their member of care staff
- 3.5 Consideration must always be given to the group's safety and the safety of the public when making decision about managing challenging behaviour

4. Emergency Procedures

- 4.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a contact from the school who may be needed as a link between the party, the school and Head Office in the event of an emergency.
- 4.2 The trip leader should take a copy of the critical incident off site procedures and the emergency card

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4.3 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the head teacher so that they can decide: -

- i. If the incident is of a less serious nature then the Manager of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- ii. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the head teacher, deputy or the home contact will inform the designated senior officer of Reflexion Care (Director) and the school will instigate its critical incident plan. Officers of Reflexion Care will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

4.4 In the event of a party being overdue and without contact by more than 1 hour, the school, or the key contact, must investigate the reason and may, where appropriate, need to involve the police.

5. Evaluation of trips and recording procedures

- 5.1 Teacher's should remain aware of anybody with a mobile device who may be on a trip. Photo's must not be posted on social media at any time.
- 5.2 It is good practice to evaluate each trip to consider whether it was valuable and appropriate for the students. This should inform future planning.
- 5.3 If there has been an incident or issue during a school trip there must be written feedback provided to the head teacher and filed for future reference.
- 5.4 The school will keep a visits log detailing participants in all off site visits, including a sign off if the visit went ahead with no issues

Appendix below contains permission form to be used by staff planning trips. Any trips planned with foreign destination, high risk activities or overnight stays to be completed by Head teacher on the standard Shropshire form.

Last Reviewed	August 2019
Next Review Due	August 2020
Reviewed by	Head Teacher/EVC

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Application to the Head Teacher for Approval of a Class Educational Visit.

Not all sections will be relevant to every proposed visit:

Teacher organising trip:	
Details of proposed destination:	
Proposed purpose of visit including curriculum links:	
Intended participants: (Include ratio of adults to students)	
Date and time of proposed visit: (including return time)	
Travel arrangements:	
Financial arrangements and details of budget to be charged:	
Details of activities to be completed during visit:	
Risk assessment completed and attached?	Yes/No (please delete)
Details of other adults involved and their ability to supervise/support the visit.	
Contact details of those on the trip to be held by:	
Named contact at school in case of emergency:	
Visit organiser's knowledge of the destination and whether exploratory visit is required:	
Details of any medical needs of those on trip + first aid cover:	

The head teacher should be informed of any subsequent changes in planning, organization or staffing.

Signature giving permission for trip to go ahead:Date:

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	IMMEDIATE ACTION	✓	
Preserve	Ensure own safety		
	<i>All subsequent actions are better delegated to other members of the leadership team when possible - allowing the Visit Leader to remain in charge of the whole situation</i>		
	Ensure safety of uninjured group members and other leaders		
	Ensure safety of any casualties and triage		
	Deal with life threatening first aid		
	Call emergency services as appropriate		
	URGENT ACTION - Do this efficiently and concurrently if possible	✓	
Prevent Worsening	Take stock and make a plan		
	Allocate resources to maximise concurrent activity		
	Continue first aid		
	Inform emergency contact as per your plan		
	Liaise with emergency services as they arrive		
	Deal with urgent physical needs of group:	Shelter	
		Warmth	
		Water	
	Deal with urgent emotional needs of group:	Remove from stress	
		Protect from intrusion	
	Useful things to do		
	Control outward communications		
	Begin written log/note keeping		
	FOLLOW UP ACTION - Much of this can be done at the same time as Urgent Action with efficient use of people (including young people) and resources	✓	
Promote Recovery	Take stock again and re-plan next phase – what have you forgotten?		
	Deal with casualties in care of emergency services:	Accompanied to hospital	
		Keep track of who is where	
	Consider needs of self and fellow leaders – are you/they coping?		
	Liaise with establishment/employer as per your emergency plan		
	Deal with further physical needs of group:	Food	
		Toilets, washing facilities, clean clothes	
		Accommodation and/or onward transport	
	Deal with further emotional needs of group:	Emotional support	
		Contact with home	
	Deal with press – via employer		
	Contact support agencies e.g. travel company, insurers, Consular Assistance Team		

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Emergency Procedure:

1. Remain Calm - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. Casualties need to be able to breathe – if they are unconscious this means being put into a safe airway position.
2. Try to find and stop any serious external bleeding.
3. Protect the casualty from the environment - keep them warm.
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support.

Emergency Contact Numbers:

School Telephone Number	01743 850517
Head Office Number	01939 210040
Jacqui Brooks Mobile	07990 642649
Mandy Clarke Mobile	07748 923234
Greg Watson Mobile	07968 191952

Commented [j1]: