



# HOLY TRINITY

C.E. PRIMARY ACADEMY (HANDSWORTH)

## **Educational Visits Policy** **(Learning outside The Classroom – LoTC)**

Other related academy policies and protocols that support this Educational Visits Policy include the Academy's Child Protection Policy, Safeguarding Policy, SEN Policy, Medicines in School Policy, Pupil missing or Abducted from an Educational Visit

**Approved by:**

LAB

**Date:** 27.1.20

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by:**

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## **Safeguarding Statement**

At Holy Trinity C.E. Primary Academy (Handsworth) we value and respect all children and are committed to providing a nurturing, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at Holy Trinity C.E. Primary Academy (Handsworth). We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The School is committed to ensuring that:-

- Safeguarding Children procedures are initiated and followed.
- Ensuring clear lines of communication and effective liaison between staff managing and supervising this work.
- Ensuring clear lines of communication and effective liaison between all agencies responsible for the safety and welfare of children.
- Enabling children to understand their rights and recognise and deal with unsafe situations. Implementing the Holy Trinity School's Safeguarding Policy and procedures.

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## **1. INTRODUCTION**

Learning outside of the classroom provides a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and also offers a valuable enhancement to the curriculum. We believe that the value added from these activities far exceeds the inherent risks. Thus, thorough planning, proportionate risk assessments and safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum we offer.

Numerous visits are organised throughout the year, each visit being designed to provide a calm, happy, rich, learning experience for pupils in a safe, managed environment. The organisation of all educational visits follows current best practice guidance as described in the [OEAP National Guidance](#).

The following guidelines support the planning and implementation of educational visits at Holy Trinity C.E. Primary Academy (Handsworth).

## **2. CLARIFICATION OF ROLES**

### **a) Headteacher/ Senior Leadership / EVC Responsibilities**

This is the key role for ensuring that the management of visits and trips meets the regulation and conforms to the school's Health and Safety and Safeguarding Policies. Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk management/risk-benefits required.

Mrs. Paula Burns (Headteacher) and the Senior Leadership Team will endeavour to ensure that:

- Procedures are followed correctly and visits are formally notified and approved as required by associated policies;
- The Educational Visits Coordinator (EVC), Visit Leaders, assisting staff and any voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.
- A suitable Visit Leader is appointed;
- All required actions, as stated in this policy, have been completed before the visit begins;
- A named Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with academy staff (this may be delegated to a suitably qualified member of staff);
- The Visit Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively;

- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- The Visit Leader and other supporting adults are aware of academy policies and protocols for off-site emergency situations (e.g. pupil missing/ absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors and supporting volunteers who are accompanying pupils on residential visits will have DBS vetting check clearance. (Except in the case of a parent who is responsible for only their own child/ren)
- The EVC is kept informed of the planning of all visits and has checked and approved all details of the visit (using EVOLVE).
- The Governing Body has approved the visit if it is residential.
- Signed parental consent forms are completed as required.
- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return, are known and monitored by the Headteacher/Deputy Headteacher.
- There is adequate and relevant travel insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained by the academy;
- There is a register of all the adults and pupils in the travelling group with the contact details of parents/guardians and the staff's and volunteers' next of kin. A copy will be retained by the academy.
- There is an emergency response procedure, which is periodically tested;
- There are arrangements for emergency contact including for activity beyond normal establishment hours and 24/7 for residentials, with access to all relevant information and documentation;
- Information about the range of visits/outdoor learning and their contribution to school effectiveness is regularly considered by senior leadership/management and by governors/trustees.

**b) The Visit Leader**

A nominated suitable representative will be appointed as Visit Leader by Mrs. Paula Burns (Headteacher) or a delegated member of staff. They will have overall

responsibility for the planning, management/supervision and conduct of the visit.  
The Visit Leader will:

- Adhere to the academy's Educational Visit planning process ensuring vetting requirements are met where appropriate;
- Liaise with the EVC to ensure that all planning requirements are in place, procedures are adhered to, objectives underpinned by policy are met prior to the approval of visit;
- Ensure generic or Visit Specific Risk assessments/benefits are completed prior to the visit taking place;
- Appoint a deputy leader who will be fully briefed in all aspects of the visit;
- Be able and experienced in working with pupils of the relevant age range;
- Be conversant in the good practice for that activity;
- Be suitably qualified if instructing an activity;
- Undertake and complete the planning and preparation of the visit including the briefing of supporting adults and parents/guardians;
- Undertake and complete proportionate risk assessments;
- Have regard to and monitor the health and safety of the group at all times;
- Know all the pupils proposed for the visit to assess their suitability. This may include creating Individual Pupil Plans (IPPs) for pupils who present a known elevated risk e.g. a pupil who has previously absconded from an educational visit;
- Observe the guidance set out for teachers and other adults below;
- Ensure that pupils understand their responsibilities.
- Ensure that the Headteacher/Deputy headteacher is informed when pupils leave and return to the Academy site.

**c) Establishment Staff and other staff involved in Educational Visits**

Establishment staff on academy-led visits act as employees within the terms and conditions of their employment contract. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher on behalf of the Governing Body if some of their time on the visit falls outside normal hours.

Establishment staff and other adults on the visit must:

- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/guardian;
- Ensure they follow the instructions of the Visit Leader and help with control, discipline and attainment of learning outcomes.
- Cease the visit or any activity if they think the risk to the health or safety of the children in their charge or other adults in the group is unacceptable;
- If the visit entails volunteers to work in an unsupervised capacity volunteers must agree to provide information to academy to enable a DBS with enhanced check for regulated activity (barred list check).

Any further responsibilities and competencies for the establishment and other staff will be supplemented according to circumstances.

#### **d) Pupil Responsibilities**

As school trips and visits are an extension of the curriculum, Holy Trinity Primary Academy expects its pupils to adhere to the principles stated in the school's Behaviour Policy. Whilst we acknowledge that enjoyment is a fundamental ingredient of any visit or trip, pupil safety is paramount.

The Visit Leader will prepare pupils prior to the educational visit to ensure they understand that:

- They must follow the instructions of the Visit Leader and other supporting adults;
- They dress and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that may endanger themselves or the group.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend the visit. Should any pupil display dangerous behaviour during the visit then emergency actions must be taken to ensure the safety of all, including but not exclusive to arranging for the said pupil being collected by a parent/guardian and returned home. The curricular aims of the visit for these pupils will be fulfilled in other ways, wherever possible.

#### **e) Parents/Guardians**

The Visit Leader will ensure that parents are given full information about the purpose and details of the visit even where one-off consent has been given. Where

appropriate, parents/guardians will be invited to a briefing session prior to the visit. The Visit Leader will also inform parents/guardians how they can help prepare their child for the visit.

Parents/guardians must:

- Give consent for the visit (if required i.e., if visit is outside of school hours)
- Provide the academy with (and keep updated) 2 named emergency contacts & telephone numbers;
- Give the Visit Leader all known relevant information about their child's health which might be relevant to the visit;
- Where there are known health requirements, they must ensure the academy has the appropriate medication e.g. inhalers, Epipens. Where the academy does not have the required medication for a pupil with known health requirements, such pupils will not be allowed to participate in the planned visit.

### **3. APPROVAL PROCEDURES**

Holy Trinity staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher to plan a visit, using the Visit Planning Form and Visit Costing Form. Once granted they should then add the visit details through the EVOLVE system which will then be automatically passed to the Educational Visits Coordinator (EVC) for checking and approval that the planning and risk management for the visit follows establishment policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit. Staff will be encouraged and expected to use the relevant OEAP ([Outdoor Education Advisers' Panel](#)) visits check list in addition to EVOLVE (online system for the planning, approval and management of educational visits). Approval from the BDMAT appointed Educational Visits Advisor (EVA) will be required for all residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the EVA for approval. Visits requiring EVA approval should be submitted at least six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible after receipt of the visit form. When providers are used it is a requirement for them to hold Public Liability insurance cover.

### **4. RISK ASSESSMENT**

A proportionate risk assessment will always be carried out prior to the visit. The risk assessment will include the following considerations:

- Identification of known/possible risks;



- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to pupils for this visit;
- Any unsupervised contact between volunteers and pupils to ensure appropriate vetting measures are in place.

The Visit Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- The supporting adult's competence and vetting clearance;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

## **5. EXPLORATORY VISITS**

Wherever possible the Visit Leader or nominated person will undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the visit;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the Visit Leader and/or participating adult are familiar with the area/venue. In exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review.

## **6. FIRST AID**

The School's Health and Safety Policy ensures that, as far as possible, the school buildings are an accident-free environment. The same standards apply to off-site, including all forms of visits and trips.

The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment. Cover is proportional to the risk, rather than to group numbers or similar criteria.

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad one trained paediatric first-aider will accompany the group. All adults in the group will be advised how to contact emergency services and procedures for liaising with the academy should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken;
- A named person will be appointed by the Visit Leader to be in charge of first-aid arrangements;
- An emergency contact sheet will be included in the first-aid box.

When signing consent to the educational visit, Mrs. Paula Burns Headteacher and, in the case of residential visits, Mr. D. Willey CHAIR OF GOVERNORS will assess if the level of first-aid is adequate.

## **7. SUPERVISION**

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Special needs children;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, general and related to specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Each visit will be assessed individually through the academy's risk assessment procedure for educational visits. Generic ratios do not apply to residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use academy staff alone. Parents/volunteers may be used to supplement the supervision ratio. They will be

carefully selected, vetted (as detailed earlier) and ideally they should be well known to the academy and the pupil group.

All adult supervisors, including academy staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any pupil who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

If the academy is leading an adventure activity, e.g. canoeing, caving, the Governing Body must ensure that the Visit Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. In such cases qualifications will be checked with the national trustee board of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader will ensure all participating adults are aware of the academy's emergency situation protocols and their roles in implementing such protocols. These include:

- Pupil Missing whilst on an Educational Visit
- Pupil Absconding from an Educational Visit
- Accident or Injury whilst on an Educational Visit

Mobile telephone numbers of the Visit Leader and additional adults supporting the visit will be exchanged prior to commencing the visit.

## **8. PHOTOGRAPHY**

Holy Trinity C.E. Primary Academy (Handsworth) does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned and issued by the academy. Please note this includes data memory cards. Adults supporting the educational visit who will be using the academy's equipment will be required to read and sign the academy's Acceptable Use Agreement prior to commencement of the visit. The Visit Leader will ensure written parent / guardian consent has been obtained before taking / using photographic images of pupils. This will include explicit consent for any planned use of images on the academy's website, the internet or release to the media.

## **9. PREPARING PUPIL**

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

- The aims and objectives of the visit/activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group;
- Emergency procedures;
- Rendezvous procedures.

## **10. TRANSPORT**

Transport arrangements are an essential part of school visits or trips. The School's list of approved coach companies and local public transport provide most of the local off-site road transport services.

All pupils should be made aware of basic safety rules including:

- Arrive on time and to wait in a safe place; when crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group;
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;

- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

### **11. PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

The Headteacher will not exclude pupils with special educational or medical needs from academy visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage. Input by Ms. M. Tabone (Special Educational Needs Coordinator) will inform this planning.

### **12. COMMUNICATING WITH PARENTS/GUARDIANS**

Parents/guardians need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil’s health and safety will be included in a letter to parents/guardians prior to each visit:

- Dates of the visit;
- Times of departure and return;
- Mode(s) of travel;
- Where appropriate, Details of accommodation and supervisory arrangements on site;
- Clothing and equipment to be taken;
- Details of any money to be taken;
- The information to be supplied by parents and details of what they will be asked to consent to.

Whilst residential visits have been referred to in this document they require further procedures to be in place. For details please refer to our Residential Educational Visits Policy.

### **13. SCHOOL TRIPS INSURANCE**

All trips and visits will be covered by Holy Trinity Primary Insurance. This policy should be referred to on the risk assessment. All residential trips or trips involving significant risk or adventure activities will be submitted using the approval procedures mentioned above to ensure appropriate insurance cover is in place.

#### **14. RECORDING AND REPORTING INCIDENTS AND ACCIDENTS**

Accidents to children, leaders, establishment staff and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. In the case of a serious injury, the parents and Headteacher will be informed as soon as possible.

#### **15. SAFETY AND EMERGENCY PROCEDURES**

Visit Leaders have an implicit 'duty of care' and must take prudent reasonable steps to ensure the safety and welfare of all those involved. Whilst a visit is in progress, the Headteacher acts as the emergency school contact. Any major incident will immediately be related to the Headteacher. The Visit Leader will take full details of all pupils in addition to the contact number of the Headteacher and the School Office.

For all Early Years Foundation Stage trips and visits, and any overnight or overseas visits, this precaution is strengthened with the addition of full contact details for each pupil's parents or guardians. Each Visit Leader will ensure that mobile phones are taken and staff have access to each other's numbers and those of the school.

In case of emergency medical treatment being required, the Visit Leader will make direct contact with the parent(s) of the pupil.