



## Policy Statement for Educational Visits

Approved by Staff: Autumn 2017

Approved by Governors: Autumn 2017

To be reviewed: Autumn 2020

1. Statement of intent
  - a) Spixworth Infant School takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils.
  - b) This policy has been designed in line with the DfE and HSE guidance, and details our responsibilities for pupils and staff members while out on educational visits and school trips.
  
2. Legal framework
  - a) This policy has been created with regard to the following statutory legislation, including, but not limited to:  
The Health and Safety at Work etc. Act 1974
  - b) This policy has also been created with due regard to the following DfE guidance:  
DfE (2014) 'Charging for school activities'
  - c) This policy should be used in conjunction with the following school policies:  
Behavioural Policy  
Health and Safety Policy  
Charging and Remissions Policy
  - d) Spixworth Infant School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits' [www.oeapng.info](http://www.oeapng.info); [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) and as outlined on EVOLVE
  
3. Definitions
  - a) 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
  - b) 'School visit' means any educational visit, away-day or residential trip organised by Spixworth Infant School which takes pupils and staff members off-site.
  - c) 'Residential' means any school trip which includes an overnight stay.
  - d) Activities of an 'adventurous nature' include, but are not limited to, the following:  
Trekking  
Water sports  
Climbing
  
4. Aims and purposes of Offsite Visits
  - a) The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.
  - b) Each year the school 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
    - Regular local visits
    - Day visits beyond the local area
  
5. Key roles and responsibilities
  - a) The governing body has overall responsibility for the implementation of the Educational Visits Policy.
  - b) The governing body has overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- c) The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- d) The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits Policy.
- e) The headteacher has overall responsibility for educational visits.
- f) Staff will be responsible for following the Educational Visits Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- g) The visit leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- h) Pupils are responsible for following instructions from teachers while on educational visits.
- i) Pupils are responsible for behaving in a manner which matches the ethos of Spixworth Infant school, and for following the behaviour rules set out in the school's Behavioural Policy as they relate to the Educational Visits Policy.

#### 6. Approval Procedure

- a) The Governing Body has delegated the consideration and approval of offsite visits and activities to the headteacher who is also the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Headteacher/EVC has received training by the LA.
- b) Before a visit is advertised to parents the Head teacher/ EVC will approve the initial plan. 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](http://www.norfolkvisits.org.uk)
- c) The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:  
 Level 2 Day visits approved at school level on Evolve by EVC/Head.  
 Level 1 Local regular day visits this establishment has chosen to use Evolve to record and approve all these visits.

#### 7. Staffing

- a) The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- b) 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.
- c) 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.
- d) 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. They will be carefully briefed on the scope of their responsibility.
- e) 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.
- f) There will be sufficient staff to cope in an emergency and generally.

- g) 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.

#### 8. Risk Assessment

- a) 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.
- b) Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

#### 9. External Activity Providers

- a) 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.
- b) All payments for the visit will be made through the school accounts.
- c) 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.

#### 10. Parental Consents

- a) Individual written consent from parents will not be required for pupils to take part in Level 1 off-site activities as these activities are in the local area, take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.
- b) Individual written consent will be requested for activities that use transport, need a higher level of risk management or those that take place outside school hours.
- c) As part of the consent parents will be fully informed of the activities and arrangements for the visit.
- d) The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

#### 11. The expectations of Pupils and Parents

- a) 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.
- b) 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.

#### 12. Accidents or Injuries

- a) In the case of accidents and injuries while on a school visit, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- b) The first point of contact should be the headteacher who will contact the family of the injured person.
- c) Written records of any incident will be kept.
- d) Media enquiries will be referred to the headteacher or, if they are not available, a member of the senior leadership team or chair of governors.
- e) Teachers will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

- f) Teachers will be briefed on how to react and respond should an emergency situation occur.
- g) Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- h) Group leaders are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- i) To ensure pupils are easily identifiable, they must wear their Spixworth Infant School logoed uniforms; failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

13. If someone goes missing

- a) The school places pupil and staff safety as its top priority when participating in school trips.
- b) Before embarking on the visit, extensive risk assessments are undertaken in accordance with this policy.
- c) The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- d) When travelling with a pupil with special educational needs and disabilities (SEND), the educational visits coordinator will ensure an adult is with them at all times and the visit is adequately modified to suit the pupil's needs in accordance with this policy.
- e) In accordance with this policy, all supporting adults will be provided with a contact number for the visit leader in the event they are unable to locate their group.
- f) All group leaders will be required to carry mobile phones with them at all times
- g) Upon arriving at every venue the visit leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.
- h) Pupils and staff will wear school branded clothing/school badges, in order to make them easily identifiable.
- i) Regular head counts of all pupils and staff will take place sporadically throughout the day to ensure all persons are present at all times.
- j) In the event someone goes missing whilst on a school visit:
  - The visit leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The visit leader will immediately identify at least one adult to start looking for the person. This adult will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be located within 10 minutes, the local police should be contacted.
  - If the police are called, the trip leader should contact the headteacher, or other available person, back at the school and inform them of what has happened.
- k) If a member of the party has gone missing and is subsequently found, the trip leader will:
  - Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
  - Review whether more registers should be conducted throughout the day.
  - Assess which venues they attend to ensure they're suitable for the group.
  - Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

- l) If the police are called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- m) If the missing person cannot be found, the group will return to school; the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

#### 14. Special educational needs and disabilities (SEND)

- a) Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- b) Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

#### 15. Finance

- a) The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging visits.
- b) The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for visits which are classed as an 'optional extra'. This is education provided outside of school time which is not:
  - Part of the national curriculum.
  - Part of a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- c) Money for school visits will always be paid directly to the school. Under no circumstances should school visit money be processed through personal accounts.
- d) All letters to parents regarding school visits will include a clause explaining what will happen in the event that the visit is cancelled or a pupil cancels their place on the visit.
- e) In the event that the visit is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision costs.
- f) In the event that a pupil cancels their place on a visit, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, taking into account the pupil's circumstances for cancelling their place, whether the school will be reimbursed for the pupil's place on the visit, and whether the space on the visit can be offered to someone else.
- g) Where a pupil has previously cancelled a space on a school visit, and received a full refund, the school has the right to refuse to admit the pupil to attend future visits.
- h) Spixworth Infant School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- i) Any charge made in respect of pupils will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating.
- j) Once visit arrangements are booked and confirmed, if contributions to a visit exceed the total cost of the visit, a refund will be given where the excess is greater than £1 per pupil.
- k) Any excess of expenditure will be subsidised by the school fund.

#### 16. Monitoring and review

- a) The effectiveness of this policy will be monitored continually by the headteacher.
- b) Any necessary amendments may be made immediately.