



St Leonard's C of E (A) Primary School

Educational Visits Policy

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Reviewed by:

Educational Visits Coordinator: **Mr J. Postlethwaite**

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St. Leonard's Primary School has formally adopted, through its Governing Body, the Staffordshire 'Guidance for Offsite Visits' www.oepng.info and as outlined on EVOLVE www.staffordshirevisits.org.uk . This guidance defines the arrangements to be taken into consideration when organising educational visits, provides guidance to ensure best practice in managing off-site activities and is designed to make trips safe.

Aims and purposes of Offsite Visits

St. Leonard's Primary 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 and balanced range of Learning Outside the Classroom opportunities for all its pupils.

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, include:

- 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
- Adventurous Activities
- Musical events

Approval Procedure

The Governing Body has delegated the final consideration and approval of offsite visits and activities to the headteacher, Mrs. K Cullen. The nominated Educational Visits Coordinator (EVC) is Mr J. Postlethwaite; the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents, the headteacher and EVC will approve the initial plan. Staff will complete an initial proposal form which will be submitted to the head teacher for approval. They 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.staffordshirevisits.org.

Teachers will work through the 'Planning a trip' checklist to make sure all elements of the trip are planned thoroughly.

Checklist	✓
1) Check school diary for availability	
2) Book Coach and Venue	
3) Pre-visit	
4) Class list (Hi-light SEND)	
5) Letter to parents (including cost if required)	
6) Staff/Volunteer ratio correct Guidance: 1 Adult to 4 pupils in EY 1 Adult to 8 pupils in Years 1-2 1 Adult to 10 pupils in Years 3-4 1 Adult to 12 pupils in Years 5-6	

7) Complete Risk Assessments (Coach and Venue)	
8) Load trip onto Evolve Staffordshire (2 weeks prior to trip/event).	
9) Create staff packs - All risk assessments - Time table for the day - Activity details - Group lists	
10) Discuss Emergency Procedure (Leader - who takes over if something happens to Leader)	
11) Lead only - collate list of all parents contact details in case of an emergency.	

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

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC and headteacher.

Level 1 local regular day visits - this establishment has posted a list of its Level 1 visits in the document library of Evolve and will use in-house systems to record and approve such visits. It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Definition of Levels:

Level 3 = Residential or Adventurous visits

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

Level 1 = Local and regular visits that the school has generic risk assessments and standard operating procedures for.

Staffing

St. Leonard's Primary 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 headteacher 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 Assessments

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 this will be recorded in a risk assessment.

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 Contracts or other assurance checks are required.

Parental Consent

Written consent from parents will be required for pupils to take part in any off-site activities organised by the school. The school has a standard form, which will be used for this purpose. As part of the parental 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 for 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 the headteacher as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that which 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.

In case of a Critical Incident, the Visit Leader should inform the emergency point of contact in the first instance who will then phone the Staffordshire Health and Safety Team on 01785355777. This line should be used to inform and request support from the Local Authority when a traumatic or tragic event has occurred.

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, 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 and the school agrees to facilitate this when and 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.

Local Area Visits

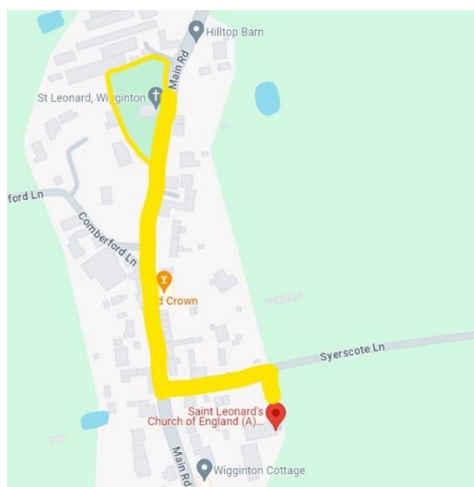
Local Area Visits are: Visits or activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent (However, parents will be notified via Class Dojo)
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. The route taken to the property is highlighted in yellow. This area includes, but is not limited to, the following frequently used venues:



- St Leonard's C of E Church
- Main Road (Local area field work)

'No-go' areas within the Boundaries

- The Crown Pub

Transport to the Local Learning Area

These areas are within walking distance of the school.

Local Learning Area LLA

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area – see Appendix 2.

Review Period for the Local Learning Area

Autumn Term	Spring Term	Summer Term
Review local areas and update risk assessments where needed. EVC and Head	Review local areas and update risk assessments where needed. EVC and Head	Review local areas and update risk assessments where needed. EVC and Head

Other linked policies

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

- School Charging and Remissions policy
- Pupil Premium Statement - Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy
- Behaviour Policy
- Health and Safety Policy

Appendix 1

Level 1 Visits

This is a list of the school's regular day visits the school considers to be Level 1. The list is in the document library of Evolve and the school uses in-house systems to record and approve such visits. It confirms that a set of **standard operating procedures** (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Level 1 Visits

St Leonard's Church, Wigginton

Rawlett High School

QEMS

Any other walks around the local area.

Appendix 2

St. Leonard's C of E Primary School			
RISK ASSESSMENT For Local Learning Area			
Activity/ Process/ Operation	The following are potentially significant issues/hazards within our Local Learning Area:	Risk Level H/M/L	These are managed by a combination of the following:
Traveling to and from the Local Area Site	- Road traffic. - Other people / members of the public / animals. - Losing a pupil. - Uneven surfaces and slips, trips, and falls. - Weather conditions. - Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).	M M L M L L	The Head must give verbal approval before a group leaves. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office. The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus. There will normally be a minimum of three adults (This will vary depending on the number of children going and their ages). Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques. Pupils have been trained and have practiced standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum. Pupils' clothing and footwear is checked for appropriateness prior to leaving school. Staff are aware of any relevant pupil medical information and ensure that any required medication is available. Staff will either record the activity on EVOLVE (Local Area Visit module) or leave a completed 'Signing out' sheet with the office. A mobile is taken with each group and the office have a note of the number. Appropriate personal protective equipment is taken when needed (eg gloves,) When crossing Main Street, Staff will only cross using the ramp entrance opposite the church.

St. Leonard's C of E (A) Primary School
Educational Visits Policy

Signed  [Mrs K Cullen]
(Headteacher)

Date 04/09/23

Signed  [Mr J Postlethwaite]
(Educational Visits Coordinator)

Date 04/09/23

Signed  [Mrs D Dyson]
(Chair of Governors)

Date 04/09/24