



## Telford Infant School

### LOVING LEARNING

**Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.**

### Educational Visits Policy

<b>Manager:</b>	EVC Leader
<b>Date of latest update:</b>	May 2022
<b>Date of next review:</b>	May 2024

*This Policy is available for Staff and Governors on One Drive.*

Establishment type	Community Infant School
Name of establishment	Telford Infant School
Who is employer	Warwickshire
Responsibility for offsite visits (possibly EVC, or deputy head)	EVC – Mrs Michelle Smith Headteacher – Mrs Sian Oustayiannis
Date of Latest EVC Training (EVOLVE)	14 <sup>th</sup> February 2020 – Michelle Smith 9 <sup>th</sup> May 2022 – Sian Oustayiannis
Policy agreed	May 2022
Signed off by	Headteacher FGB – 24 <sup>th</sup> May 2022
To be reviewed	May 2024
Other Policies Related	Safeguarding / Child Protection Policy Inclusion Policy Health and Safety Arrangements Charging and Remissions Policy DfE H&S advice on legal duties & powers December 2012
Other Paperwork Attached (see end of policy)	Extended Learning Locality (Local Area Visit) EMERGENCY PROCEDURES ACTION PLAN Consent Slip

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## 1. Introduction

1.1 The Governing Board has the responsibility of providing guidance for off-site school visits and it is essential that all members of staff of Telford Infant School read this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link : [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.

**NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2. Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to 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 the children at Telford Infant School, we offer a range of educational visits and other activities that add to what they learn at school.

## 3. Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LA: e.g.

- English – library visits, theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks, visits linked to specific Science knowledge and skills;
- Mathematics – use of shape and number trails in the local environment, visits linked to specific maths skills or knowledge;
- History – castle visits, study of the locality, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, activities with cluster schools;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children;
- Design and Technology – visits to support an understanding of the life cycle of products and how they are designed and made, visits to museums, visits related to cooking and understanding nutrition;
- Computing – its use in local shops/libraries/secondary schools etc and visits linked to computing skills;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

## **4 Gaining approval for a trip**

### **4.1 Governors**

As part of their responsibility for the general conduct for the school, the Governing Board has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an overnight stay or overseas visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

The Governors have adopted a Charging and Remissions Policy.

### **4.2 The Headteacher or EVC:**

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	<b>Yes</b> and formal approval by	EVC and Head
Residential	<b>Yes</b> and formal approval by	EVC and Head
Adventurous	<b>Yes</b> and formal approval by	EVC and Head
Day Visits involving transport	<b>Yes</b> and formal approval by	EVC and Head
Local Area Visit	<b>Yes</b> and formal approval by	Visit Leader (all Local Area visits <b>must</b> be overseen by EVC and Headteacher)

## **5. Choosing a provider**

After considering the reasons for the visit, the visit leader should check out the provider.

[www.oeapng.info](http://www.oeapng.info) 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA Licence, Adventuremark, etc.)

## 6. Parental Consent

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note when consent is NOT required:

Parental consent to off-site activities - written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

In addition, our means of payment – Parent Pay – ensures that parents tick to say that they provide consent for their child to attend a visit. Those who do not use Parent Pay are asked to sign separately and consent slips are handed to the office. Consent slip profoma can be found on One Drive, also at the end of this policy.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfc%20consent%20form.doc>

## 7. Visits and Staffing

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see EVC Leader. [www.oeapng.info](http://www.oeapng.info) 4.3g Risk Management

A Paediatric First Aider must attend all visits off the school site and be available throughout the visit to administer first aid. Class teachers remain responsible for ensuring all First Aid equipment and pupils' individual medication (eg. epi-pen, inhaler) is taken on the visit.

## 8 The visit

### 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit – a copy of the class register.
- the itinerary for the entire day.

Before you leave:

- RISK ASSESSMENTS MUST BE READ AND SIGNED BY ALL STAFF AND ESCORTS PRIOR TO LEAVING THE SCHOOL ON THE DAY OF THE TRIP.

Take with you:

- bags, lunchboxes and any resources

- first Aid Kit
- sick bags
- change of clothes
- PPE, wipes, paper towels, bags
- medication e.g. inhalers, epi pen
- class camera/class ipad
- class photos of children
- Mobile phones – see separate statement re use of mobile phones on trips
- copies of Emergency Information/ Critical Incident cards - all members of staff

## **8.2 During the visit**

Young children must be kept in their escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place.

At Telford Infant School all pupils fall into the former category and must be closely supervised at all times.

There should be a system in place to safeguard young people at all times. e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups with staff member. Parents/carers attending a visit to support their child on a 1 to 1 basis may take their child to the toilet.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible. Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

The 'Administration of Medicines' Policy must be followed during visits. Escorts must not administer medication or undertake first aid. The Paediatric First Aider attending the trip should support as necessary.

## **8.3 On return**

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or carer.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

8.3.3 Key documentation – class photos, class lists etc – must be returned to the Class Teacher/Visit Leader who is responsible for ensuring all have been returned and are shredded.

8.3.4 EVC meets with Trip Leader to formally evaluate the visit. This is uploaded onto EVOLVE.

## **9. Financing the visit**

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for.

When stating the cost for each individual - Explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment – ParentPay.

Some visits may incur vast amounts of money. A formal approval from the Headteacher and School Business Manager must be sought before deposits paid.

## **10. Insurance**

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LA, school or professional association which is pertinent to their own circumstances.

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

### Indemnity

Please see reference to parental Consent: -

OEAP National Guidance Document

[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## **Insurance Provision**

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits – held by School Business Manager.

## **11. Transport**

See guidance from OEAP NG -

[www.oeapng.info.pdf](http://www.oeapng.info.pdf) 4.5a-Transport-A-general-considerations

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

We support all children, whether travelling by minibus or coach, to attach their seat belts.

Staff and helpers using coaches should situate themselves across the length of the vehicle and children must never be left alone on an upper or lower deck.

Wherever possible children should not occupy front seats or seats directly next to emergency doors.

## **12. Emergency / Critical Incident Procedures**

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the 'Critical Incident form' With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## **13. Monitoring and Evaluation**

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Headteacher and the employer's advisory team.

**ALL VISITS MUST BE EVALUATED ON RETURN BY EVC AND VISIT LEADER ON EVOLVE SYSTEM**



## Appendix 1 - Extended Learning Locality (Local Area Visit)

### Boundaries

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues:

- St Mary Magdalene Church, Lillington
- Lillington Library
- Our Lady and St Teresa Primary School
- Lillington Primary School

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area – however we always go through the EVOLVE visit approval process.



## **Operating Procedure for Extended Learning Locality**

### **Route**

**For local area visits the route that is shown on the risk assessment must be followed and adhered at all times unless an occasion occurs that the route is blocked or said route is compromised without prior warning**

### **The following are potentially significant issues/hazards within our extended locality:**

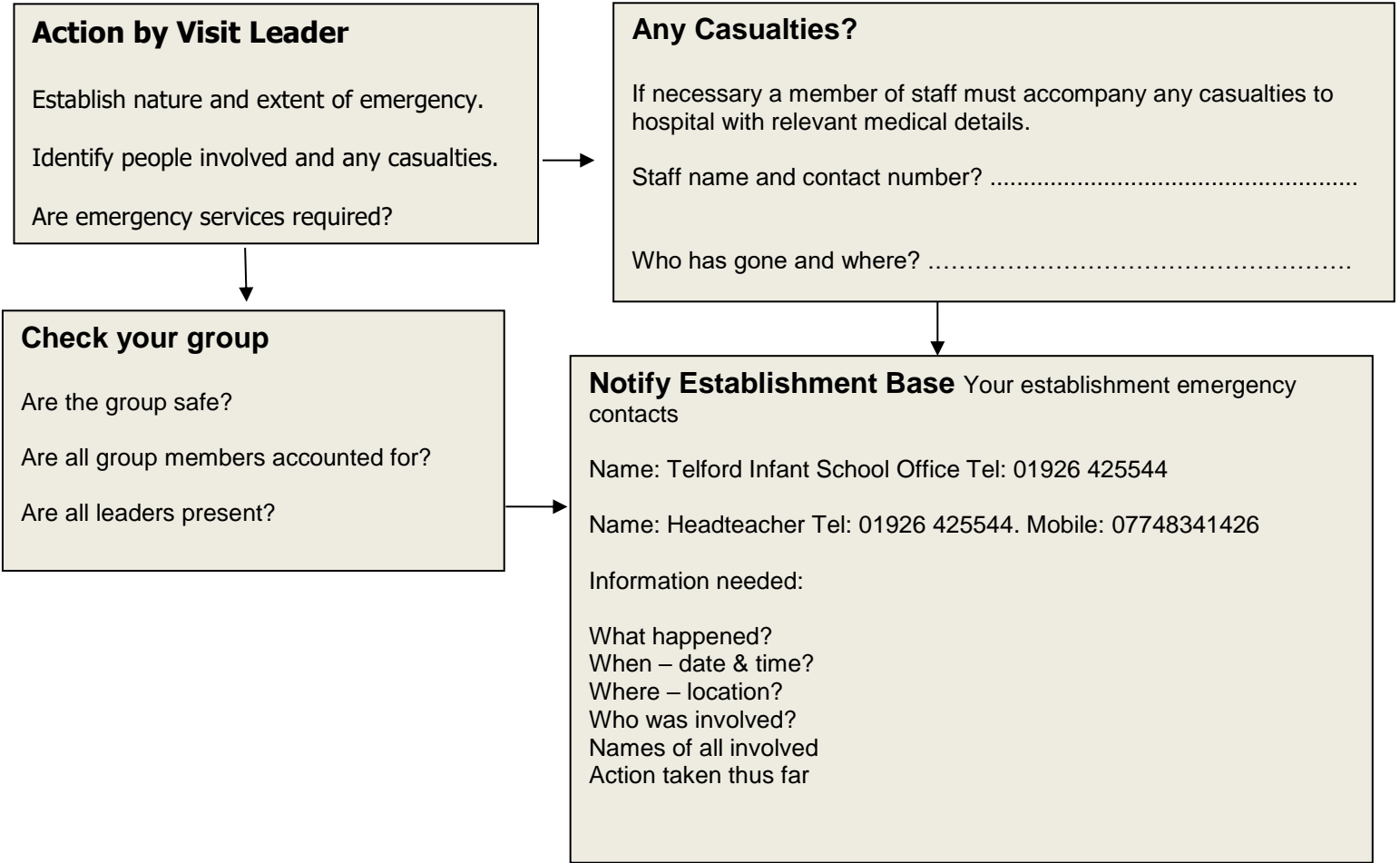
- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

### **These are managed by a combination of the following:**

- The Headteacher (or Deputy Headteacher in her absence) 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 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate management techniques.
- Pupils have been trained and have practised 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 extended learning locality 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number. Wherever possible this is one of the 9 school mobile phones.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use hand sanitiser as appropriate

# TELFORD INFANT SCHOOL EVC - EMERGENCY PROCEDURES ACTION PLAN

The steps below must be followed in the event of an emergency during a school visit/trip.



Action by Establishment



Is this a Critical Incident?

YES

NO

Launch the critical incident plan  
Follow and adapt if necessary.  
Involve outside support if required

**Ongoing**  
Record of incident.  
Follow up paperwork  
Actions taken  
Review incident

Agree actions with Visit Leader, e.g. Contact with parents?  
Seek advice from Education Officers?  
Seek advice from OE Advisors?  
Media management by establishment?  
Insurance?

**Learning Visits Consent Slip** (in the event of parent not using Parent Pay for the visit  
Also available on One Drive

**TELFORD INFANT SCHOOL      LEARNING VISIT – CONSENT SLIP**

Full Name of Child	
Child's Class	
Learning Visit – venue and date	
Parent/guardian name - please print	
Parent/guardian signature	
Date	