



THE  
**NEW GUILD**  
TRUST

**Educational Visits and School  
Visits Policy**

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## **POLICY**

This policy has been adopted on behalf of all academy schools within The New Guild Trust.

The New Guild Multi Academy Trust Schools:

**Alexandra Infants' School**

**Alexandra Junior School**

**Jackfield Infant School**

**Moorpark Junior School**

### **Approval and Review**

Committee to Approve Policy	Trust Board
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	Mrs L Eagle
Signature	
Accounting Officer	Mrs K Peters
Signature	
Policy Review Period	12 months
Date of Policy Review	December 2020

**Version Control**

<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations</b>
1	Dec 2018		Initial version
	Dec 2020	GMOL amended from 2016 to Version May 2019	

## **Statement of intent**

Each school understands that visits and visits can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

Each school also 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. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school visits.

## **1. Legal framework**

- 1.1. This policy has been created with regard to the following legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - DfE (2018) 'Charging for school activities'
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - HSE (2011) 'School visits and outdoor learning activities'
  - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
  - Complaints Procedures Policy
  - Behavioural Policy
  - Health and Safety Policy
  - Critical Incident Policy
  - Charging and Remissions Policy
  - Minibus Policy
  - Equal Opportunities Policy
  - DBS Policy

## **2. Definitions**

- 2.1. 'In loco parentis' means that the group leader of any school visit or educational visit has a duty of care over the pupils in place of a parent.
- 2.2. 'School visit' means any educational visit, foreign exchange visit, away-day or residential holiday organised by the school which takes pupils and staff members off-site.
- 2.3. 'Residential' means any school visit which includes an overnight stay.
- 2.4. Activities of an 'adventurous nature' include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

### **3. Key roles and responsibilities**

- 3.1. The Trust board is responsible for:
  - The overall implementation of this policy.
  - Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.2. The headteacher is responsible for:
  - The day-to-day implementation and management of this policy.
  - Liaising with the educational visits coordinator and communicating information regarding any planned visits to parents.
  - Being part of the approval process for extra-curricular visits and activities.
  - Ensuring the educational visits coordinator is trained and adheres to the the EVC policy and practice.
- 3.3. The educational visits coordinator has overall responsibility for:
  - Overseeing all issues and controls regarding education visits and activities.
  - Liaising between all appropriate parties during planning and organisation of the extra-curricular activities and visits.
  - Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
  - Conducting risk assessments and checking itinerary prior to school visits and educational visits to ensure pupil and staff safety.
  - Appointing an appropriate member of staff to be the designated leader of the visit.
- 3.4. The designated leader in charge of the visit has a duty of care to all pupils on the visit. They are also responsible for:
  - Checking the schedule is free on the school calendar prior to planning an educational visit.
  - Completing all essential documentation for the visit including a risk assessment.
  - Informing parents of the proposed extra-curricular visit or activity and secure visit permission in line with school policy.
  - Delegating responsibilities to other staff members on the school visit.
- 3.5. Staff are responsible for:
  - Adhering to this policy at applying its principles when participating in extra-curricular visits and activities.

- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school visit or activity.

#### **4. Training of staff**

- 4.1. Teachers and support staff will receive training on the Educational Visits.

#### **5. Planning school visits**

This policy should be read in conjunction with supporting documents, including the **Guidance for the management of outdoor learning, May 2019 (GMOL)**.

5.1. Aims and purpose

Each school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning.

Visits and activities usually take place within the school day. The Headteacher approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety.

5.2. Prior to planning a school visit, the following guidance will be read by organisers:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- HSE (2011) 'School visits and outdoor learning activities'

5.3. Each school shall complete a school visit checklist when organising a school visit.

5.4. Residential visits

When undertaking residential visits, permission of the Local Authority will be granted and the LA Guidance will be adhered to in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

#### **6. Risk assessment process**

- 6.1. A risk assessment must be undertaken prior to all educational visits and off-site activities. 'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). In considering risk, there are 3 levels which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist' to be found on EVOLVE

- Event Specific Risk - any significant hazard or risk relating to the specific activity
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change

The risk assessment needs to take into consideration any child who has a EHCP or additional needs.

6.2. The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

6.3. Risk assessments are to be completed and entered electronically onto Evolve by the organising Class Teacher (Visit Leader)

6.4. All members of staff and volunteers have seen a copy of the risk assessment or been informed of the content of the risk assessment before the visit takes place.

6.5. A paper copy is to be inserted into the Visits file after it has been signed by the Visit Leader, EVC and Head.

6.6. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant (see EVOLVE). All staff should be provided with a copy of this guidance prior to the visit.

## **7. Equal opportunities**

7.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a visit.

7.2. The extra-curricular visits and activities offered to pupils will provide new experiences and develop life skills.

7.3. Extra-curricular visits and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.

7.4. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular visits and activities.

7.5. For school visits that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **8. Safe use of transport**

- 8.1. Parents/carers are always informed as to the type of transport being provided for an educational visit.
- 8.2. Coaches. Seat belts must be provided on all seats. Each child must wear a seatbelt whilst travelling on a coach. The visit leader is responsible for the conduct and behaviour of the children whilst they are traveling.
- 8.3. Only members of staff who have received training in accordance with the LA's policy may drive the minibus. Before using the vehicle, the driver completes a checklist and reports any defects to a member of the Senior Leadership Team, or Headteacher.
- 8.4. The minibus is checked each half term by the premises assistant using the minibus checklist.
- 8.5. The SBM is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 8.6. The use of minibuses will be organised in accordance with the Minibus Policy.
- 8.7. The driver will have a current driving licence, be aged 25 years or over, and hold a full licence in at least a category D PCV in order to drive on a domestic school visit.
- 8.8. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.
- 8.9. Drivers will complete the relevant form and supply a photocopy of their driving licence.
- 8.10. If a member of staff is taking children out of school in their own car they must have Business Insurance.
- 8.11. The driver must be accompanied by a second member of staff when using their own vehicle.

## **9. Staffing**

Staff to pupil ratios are as follows:

- 9.1. In all circumstances, there must be additional employed persons to support any child / children with additional special educational needs on a 1:1 basis. These members of staff must not be included in the general adult : child ratio
- 9.2. The level of first aid provision should be based on the risk assessment. However, on all visits / groups there will be a minimum of a responsible employed adult who has an up to date first aid qualification. Each visit / group must also have a fully checked first aid kit.
- 9.3. Staffing Ratios  
Nursery

On all visits there must be at least one employed person with Qualified Teacher Status and, in addition, at least one other employed person with a full and relevant Level 3 qualification.

- Regular Visit – a minimum of 1:6 (preferred minimum ratio of 1:4)
- Other visits - a minimum of 1:6 (preferred minimum ratio of 1:4)

Reception and Key stage one

On all visits there must be at least one employed person with a Qualified Teacher Status

- Regular Visit – a minimum of 1:15 (preferred minimum ratio of 1:10)
- Other visits for Reception - a minimum of 1:10 (preferred minimum ratio of 1:6)
- Other visits for Key Stage One - a minimum of 1:15 (preferred minimum ratio of 1:10)

Key Stage Two

On all visits there must be at least one employed experience visit leader.

- All Visit's – a minimum of 1:15 (preferred minimum ratio of 1:10)

## **10. Insurance and licensing**

- 10.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
- 10.2. Insurance is organised for all visits, no matter how short, to ensure adequate protection and medical cover.
- 10.3. Parents can be informed of the limits of any insurance cover.

## **11. Accidents and incidents**

- 11.1. In the case of accidents and injuries while on a school visit in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 11.2. The school business manager will keep written records of any incident.
- 11.3. Media enquiries will be referred to the Headteacher or, if they are not available, the Head of School or Deputy Headteacher.
- 11.4. Staff 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.
- 11.5. Pupils are easily identifiable at each schools discretion.

## **12. Missing person procedure**

- 12.1. If a member of the party has gone missing, follow the emergency action plan.

### **13. Finance**

- 13.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging visits.
- 13.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) 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.
- 13.3. 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 board on the matter, taking into account the cost to the school, including alternative provision costs.
- 13.4. 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.
- 13.5. If children are allowed to take spending money on a school visit, the parents/carers are informed in the information letter. The decision whether to allow spending money or not and how much to allow, is the visit leader's.
- 13.6. Parents/carers are advised of any costs in the initial information letter. Parents / carers are asked for a voluntary contribution towards each visit. The remainder of the cost is met by the school.

### **14. Monitoring and review**

- 14.1. This policy is reviewed annually.

