



Educational Visits Policy

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Educational Visits Policy Agreement

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Highfield School Educational Visits Policy

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 - 1. Purpose of the Policy**

Highfield School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. Risk Assessments will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2. Risk Assessments will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3. Approval of visits will be outlined within the arrangements section of this policy.
- 1.4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5. Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3.
- 1.6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.
- 1.8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 1.9. No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.
- 1.10. Every trip or visit will be subject to a review.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher.

2.1 Governing Body

- 2.1.1. Approval of all visits in out of Wakefield areas will be undertaken by the Chair of Governors; **Mrs Jayne Crosse**
- 2.1.2. The person named above will be the nominated governor for Educational Visits.
- 2.1.3. The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

2.2 Headteacher

- 2.2.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Wakefield Council's policies and procedures, that the supervisors are competent and that governor assent has been given.
- 2.2.2 The Headteacher will authorise all visits

- 2.2.3** The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

- 2.3.1** The school's Educational Visits Co-ordinator is **Mrs Nicola Hirst**
- 2.3.2** They will undertake duties as agreed between them and the Headteacher.
- 2.3.3** The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance and will have attended the EVC training provided by the Local Authority.

2.4 Visit Leader

- 2.4.1** The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.
- 2.4.2** The Visit Leader will ensure that the Evolve system is completed, a Risk Assessment form and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- 2.4.3** The Visit Leader will ensure that all parents/carers of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 2.4.4** The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.5** The visit leader will undertake regular head counts of pupils throughout the trip.
- 2.4.6** The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 2.4.7** The Visit Leader will review their trip on the Evolve system.

2.5 Supervisory staff

- 2.5.1** All staff assisting with supervision on any trip will be conversant with the risk assessment for the Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2** All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. All staff assisting with supervision will ensure that First Aid equipment and any necessary medication is taken and the risk assessment is kept safe and secure. The risk assessment must stay on their person at all times to ensure it is available throughout the trip.
- 2.5.3** All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- 2.5.4** Staff will feedback information to the Visit Leader to enable a full review of the trip to

be completed.

3. Arrangements

3.1 Proposals

3.1.1 The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit.

Category	Latest date for submission to Headteacher
1. Local / Low Risk	2 Weeks
2. Non-Routine Visits / Further Distance / Medium Risk (e.g. swimming)	4 Weeks
3. Residential / Abroad / High Risk	6 Weeks
In exceptional circumstances the Head may grant a shorter period for local or continuing activities outside of the two week time scale.	

3.1.2 The Risk Assessment notification must be completed for all visits.

3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.

3.1.4 Where pupils regularly visit the local area as part of their curriculum school will seek permission in writing from parents annually which enable school to take pupils out of school into the local community as part of the regular and planned curriculum. This will include the regular timetable

3.1.5 If the trip is not a regular/routine visit, a separate letter, seeking parental permission, should be sent to parents by the trip organiser with authorisation of the EVC and Head teacher. E.g. a full day trip at the end of a term, a trip which arrives late back to school meaning a change to transport arrangements.

3.1.6 Where coach or minibus travel is to be used it must be in accordance with Wakefield Council regulations.

3.2 Notification

3.2.1 Notification will be made using the Evolve electronic system supported by Wakefield LA.

3.2.2 The Visit Leader is responsible for planning the visit, carrying out appropriate risk assessments and taking into consideration and drawing attention to the particular needs of the group. This must include physical needs, medical conditions, required medication as well as any behaviour plans.

3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

- 3.3.1** Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- 3.3.2** A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3** Any accidents or near misses that occur during a visit will be reported the EVC and these will in turn be reported to the LA representative.
- 3.3.4** Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Wakefield Council.

3.4 Monitoring

- 3.4.1** The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2** On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3** The school may also request Wakefield Council's Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

- 3.5.1** The review will be completed on the Evolve system.
- 3.5.2** Every visit will be reviewed by the Visit Leader. The Visit Leader will report any significant issues with the visit to the Headteacher and EVC.
- 3.5.3** The results of the evaluation and review process will be available to the Headteacher.
- 3.5.4** The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

3.6 Variations to regular trips out of school

- 3.6.1** If a trip is part of a weekly timetable for a group then some staff changes may be required to enable pupils to access their curriculum as planned.
- 3.6.2** The amendment will be made by the trip leader and added as a note to the Evolve system.
- 3.6.3** In the situation where the Trip Leader is absent from school the EVC in conjunction with the Headteacher (or other member of SLT if the Head is not present) will decide if the supporting member of staff is able to act up to trip

leader. In this case all parties will be satisfied that the staff member knows the group sufficiently well, is familiar with the risk assessment and is capable of acting as trip leader. A note outlining this will be added to Evolve.

4. Appendix A - Visits Out Of School Procedure



Trip/Visit

EVC Check List and Trip Leader Check List

Procedure	Leader	EV Admin	EVC
Planning			
Seek permission from SLT to run the trip.			
Add to the school calendar			
Check availability of minibus /driver or look into coach bookings and funding. Using the online calendar. Admin to contact Coach companies /Contact EOCT bus.			
Look at involved costs and ensure this can be met appropriately.			
Complete all relevant bookings			
Complete Evolve and upload relevant documentation. Risk assessments, itinerary etc. Ensure pupils names are on the risk assessment. Trip leader will demonstrate they have a good awareness of groups needs and potential. EVC to read all risk assessments and raise any concerns questions and discuss with trip leader.			
Complete Consent letter			
Signed copy of letter sent out to parents - please supply a copy to admin via email so they are aware of letters being distributed.			
Pre-trip visits has taken place and any risk assessments amended as required.			
Any concerns over the trip should be discussed with the EVC.			
Packed lunches ordered or lunched cancelled as required a week before.			
Trip Prep - high vis, medication, any required resources etc.			
Student contact details printed out from Integris. EVC admin to provide in an envelope with a confidential sticker and highfield address unsealed so that the Trip leader can put risk assessment in and seal when all staff have read before they go out on the trip.			
Medical staff informed and spoken to about nay additional requirements			
Permission slips collected and recorded by the trip leader. These can be scanned / photographed and uploaded to Evolve.			

<p>Day of visit</p> <ul style="list-style-type: none"> • mini bus checked for defects (if required) • medication collected and check pupils who carry their own inhalers and meds. • Sealed copy of risk assessment, medication list attached to documentation, pupils contacts • Check pupils have the right clothing, footwear etc 			
<p>Post-Trip</p> <p>Medicine is returned to the Medical room, first aid kits etc are handed back. The minibuses are left in a clean state. Any variations, near misses or accidents will be reported to the Headteacher or EVC.</p> <p>They in turn will follow procedure and report as required to the relevant body.</p> <p>Any variations are noted on Evolve by the trip leader for future reference.</p> <p>In light of any incidents , risk assessments are updated to reflected what is known for the next visit if one is planned.</p> <p>Evaluation is added to Evolve.</p>			



HIGHFIELD SCHOOL RISK ASSESSMENT SHEET – All trip planning and risk assessments must be submitted to

EVC in the first instance

Trip Leader _____ Date of Risk Assessment _____

ASSESSMENT TITLE Date of Trip	Transport – Mini Bus
BACKGROUND/KEY TRIGGERS/KEY INFORMATION Main risks associated with getting onto and being safe whilst on the mini bus.	
ASSOCIATED HAZARDS Road Traffic Accident	CONTROL MEASURES Site pre-visited by leaders and safe routes/crossing points identified and communicated to all adults and pupils on the trip. Where changes to parking are affected leader to make a dynamic risk assessment and notice safe areas/find safe areas for pupils to get off the mini bus and cross areas of car park/road. Pupils briefed on safe behaviour and highway code before visit and reminders given. Identify pupils who need specific support at this point and staff identified to achieve this
	Pupils to walk in single file on narrow pavements with staff on the outside and pupils furthest away from the road Identified staff to wear high visibility jacket when walking to and from the mini bus. Adults to lead and bring up the rear of the group with other adults interspersed throughout walking groups. High adult to pupil ration to allow strict supervision of pupils At blind corners/bends. Adults look forward to ensure the way is clear – pupils to be marshalled by adults if there is an accident whilst on the bus all pupils must be checked for safety and emergency action contacting the school and appropriate emergency services made

5. Appendix B - Risk Assessment form

<p>Trips, slips and falls (Tripping onto) mini bus (Slip/Falling) whilst on mini bus (Falling off) mini bus</p>	<p>Ensure pupils enter bus safely e.g. less mobile pupils do not carry bags if it will be a trip hazard Ensure pupils are wearing appropriate footwear All pupils to be seated in an orderly way and safety belts put on immediately All pupils to remain seated until mini bus stops and they are told to disembark Each pupil to be supervised off the mini bus and any bags/coats e.t.c. for less mobile pupils taken account of</p>
<p>Medical Emergencies</p>	<p>Trip leader to have a list of pupils with medical conditions All medication to be available for identified pupils and administered in the correct way Trip leader to always have the ability to call emergency services (mobile phone that is charged) Trip leader to ensure they have emergency contact numbers for pupils and for school In any medical emergency there should not be a delay by the trip leader contacting emergency services. All medical emergencies should be recorded on CPOMS on return to school.</p>
<p>Accidents caused by challenging behaviour</p>	<p>When planning a visit the trip leader should consider if a pupil needs an individual risk assessment that enables adjustments and supports to be put in place for a pupil to access a trip. If a trip leader is worried about the behaviour of a child before going on a trip the EVC/Head Teacher should be asked to make a decision. All behaviours should be reported on CPOMS. Any pupil who is causing severe risk whilst the minibus is moving should be calmed down by staff. Mini bus to pull over in a safe place if behaviour is a risk and school should be contacted. If other pupils sat near a pupil are at risk they should be moved to a different seat or swapped with an adult.</p>
<p>PARTICULAR RISKS FOR INDIVIDUAL PUPILS</p>	



HIGHFIELD SCHOOL RISK ASSESSMENT SHEET – All trip planning and risk assessments must be submitted to

EVC in the first instance

Trip Leader _____

Date of Risk Assessment _____

<p>ASSESSMENT TITLE Local Visit including Walking</p> <p>Date of Trip</p>	
<p>BACKGROUND/KEY TRIGGERS/KEY INFORMATION</p> <p>Main risks associated with getting onto and being safe whilst on the mini bus.</p>	
<p>ASSOCIATED HAZARDS</p> <p>Road Traffic Accident or Accident</p>	<p>CONTROL MEASURES</p> <p>Site pre-visited by leaders and safe routes/crossing points identified and communicated to all adults and pupils on the trip.</p> <p>If changes to planned route/crossing points are made safe areas to cross should be identified e.g. pedestrian crossings</p> <p>Pupils briefed on safe behaviour and highway code before visit and reminders given.</p> <p>Identify pupils who need specific support at this point and staff identified to achieve this</p>
	<p>Pupils to walk in single file on narrow pavements with staff on the outside and pupils furthest away from the road.</p> <p>Pupils to walk towards the flow of traffic</p> <p>Identified staff to wear high visibility jacket when walking to and from the mini bus.</p> <p>Adults to lead and bring up the rear of the group with other adults interspersed throughout walking groups.</p> <p>High adult to pupil ration to allow strict supervision of pupils</p>

	<p>At blind corners/bends. Adults look forward to ensure the way is clear – pupils to be marshalled by adults</p> <p>If there is an accident there should be no delay in contacting emergency services for medical emergencies or the school for advice</p>
Trips, slips and falls	<p>Leader to inform all members of any potential hazards previously identified</p> <p>All staff to be aware of uneven surfaces especially for pupils with mobility issues</p> <p>Ensure appropriate footwear is worn</p> <p>If a surface is icy/slippery/wet, alternative routes should be chosen or in adverse weather conditions the trip abandoned if an accident could happen</p> <p>Mobile phones should not be used whilst working with pupils outside of school, all attention should be on the pupils (unless a phone is being used in an emergency)</p> <p>For minor trips, slips and falls items from the first aid kit can be used</p> <p>For serious medical emergency adults should not delay in contacting emergency services</p> <p>All accidents should be recorded on CPOMS</p>
Medical Emergencies	<p>Trip leader to have a list of pupils with medical conditions</p> <p>All medication to be available for identified pupils and administered in the correct way</p> <p>Trip leader to always have the ability to call emergency services (mobile phone that is charged)</p> <p>Trip leader to ensure they have emergency contact numbers for pupils and for school</p> <p>In any medical emergency there should not be a delay by the trip leader contacting emergency services.</p> <p>All medical emergencies should be recorded on CPOMS on return to school.</p>
Accidents caused by challenging behaviour	<p>When planning a visit the trip leader should consider if a pupil needs an individual risk assessment that enables adjustments and supports to be put in place for a pupil to access a trip. If a trip leader is worried about the behaviour of a child before going on a trip the EVC/Head Teacher should be asked to make a decision. All behaviours should be reported on CPOMS.</p> <p>Any pupil who is causing severe risk whilst out should be calmed down by staff and appropriate Team Teach strategies used</p> <p>School should be contacted for all severe forms of behaviour on a trip</p> <p>If other pupils near a pupil are at risk they should be moved away</p>
Cold/Wet/Adverse weather conditions	<p>Pre-equipment list sent out to parents e.g. bring waterproofs, drinks, sun cream e.t.c.</p> <p>Adults to have availability of water</p> <p>Obtain weather forecast and cancel trip if adverse weather conditions could affect health and safety control measures e.g. reduced visibility, increased risk of accident</p> <p>Procedures in place to contact parents if trip called off beforehand or procedures arranged to get pupils back to school</p>

	Ensure pupils are wearing appropriate clothes or have available appropriate clothes before the trip leaves.
Members of the public	<p>In public areas all pupils must be under close supervision by all staff</p> <p>Identified staff to have responsibility for particular pupils based on risk and ratio of staff needed</p> <p>Clear instructions as to expectations of behaviour and responsibilities to one another</p> <p>Make children aware of danger of talking to strangers</p> <p>Adults in group to remain vigilant of strangers</p> <p>If during a difficulty situation a member of the public asks to help, explain you are from Highfield Special Needs School Wakefield and if they have a problem they can contact the school.</p> <p>In busy public areas adults should ensure that there is an adult at the rear of the group to make sure no child is lost.</p>
Abduction/lost	<p>A pupils age and level of need should determine any toilet arrangements on a visit</p> <p>Pupils should be supervised at all times around toilet areas</p> <p>Staff should position themselves in any public area so that all pupils can be seen</p> <p>Trip Leader should identify which pupils need closer supervision e.g. 1:1 or 2:1 and identify staff</p> <p>There should be a 'discussed' strategy with all adults on the trip around 'lost' children</p> <p>If a child is 'lost' there should not be a delay in contacting the school immediately</p> <p>A sensible strategy should be employed to look for a child, whilst keeping other children safe.</p>
Risks Associated with(insert shop/park e.t.c....)	
PARTICULAR RISKS FOR INDIVIDUAL PUPILS	

6. Appendix C - Example Letter to Parents

Date:

Dear Parent / Carer,

I am writing to let you know that a trip has been arranged for your child's class, as part of _____.

We will be going to _____ on _____. We will be leaving school at _____ and will return at approximately _____ in time for the normal school transport home.

We have already spoken about this activity in the class so your child will be aware of what is expected when they go outside the school premises. They will need to take with them _____ (warm jacket / drink etc.). If your child is entitled to a school meal, a packed lunch will be made available.

In order that your child can take part in this trip , would you please complete the slip at the bottom of this letter and return it to school as soon as possible, otherwise your child will not be able to join us due to insurance regulations. In compliance with the Local Authority regulations, the party leader has completed the school's statutory risk assessment procedure.

Yours Sincerely

Class Teacher/ Teacher in Charge of / Teaching Assistant etc

Educational Visit: To be added by Teacher Date: To be added by staff

I give permission for my child _____(please add name)
to go on the trip to _____ on _____.

And I have spoken to them about expectations whilst out of school.

Signed: _____ Date: _____