



**STOUR VALE
ACADEMY
TRUST**

EDUCATIONAL VISITS POLICY

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Context

Stour Vale Academy Trust ('the Trust'), comprising member schools and the central team, believes that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *insert school name* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *insert school name*:

1. Adopts National Guidance www.oeapng.info.
2. Uses EVOLVE, the web-based planning, notification, approval, and monitoring system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document) and National Guidelines. Staff are particularly directed to become familiar with the roles and responsibilities outlined within the guidance.

This policy adheres to the principles under data protection law. For further information please review the Trust's data protection policy published on the Trust's website.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visits that are either overseas, residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is *(insert name of person responsible)*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits *(amend and add name of person responsible if delegation has been agreed)*, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

Evolve Advice is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

The Trust has full oversight of all educational visits across all of the member schools and will monitor the approval process to determine compliance.

Staff Must follow the trust code of conduct whilst out of school on educational visits.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary. For example Visit Lead, EVC, Risk Assessment Training.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training. All staff leading a trip must have completed visit lead training through Evolve Advice, the LA or other regulatory body. Best practice would see training renewed every 3 years.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

School to complete the grid below with names of visit lead staff

Staff Name	Visit Leader Training Course Title	Awarding Body	Date of Training	Renewal date

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'local area visits' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least **school to insert the lead days they wish to use** days in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see list below) are then submitted by the Head to the Evolve Advice for approval.
Evolve Advice require 4 weeks' notice to approve a residential or adventurous activity. Please note that staying overnight on the school grounds is classed as a residential activity.
If approval hasn't been granted by Evolve advice for Residential, adventurous or overseas activities the trip MUST NOT go ahead.

List of Adventurous activities (not exhaustive):

Climbing
 Rock climbing
 Ice climbing
 Gorge walking
 Ghyll scrambling
 Sea level traversing / Coasteering
 Abseiling

Trekking

Mountaineering
Hill walking (open country)
Fell running
Orienteering (open country)
Cycling (open country)

Caving

Caving
Potholing
Mine exploration

Watersports

Canoeing
Kayaking
Dragon boating
Wave skiing
Rafting
Sailing
Sail boarding
Wind surfing
Water skiing
Powered safety / rescue craft
Snorkel / Aqua lung
Swimming/paddling in natural water
Swimming in hotel pools
Swimming in public pools outside of local authority control i.e not national curriculum
swimming lessons

Snowsports

Skiing (incl. Dry Slopes)
Snowboarding
Tobogganing
Bobsleighting
Sledging

Others

Camping in open country (including Bivouacking)
Camping on school grounds

Air activities (excluding commercial flights)

Shooting

Archery

Motor sports including Go-Karts and Quad Bikes

Ropes courses

Paintballing

Horse riding / Pony trekking

'Open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this

definition is inappropriate. Please contact the Evolve Advice if you think this may apply.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Trust.

Trust contact Details – school hours

Laura Braznell – Trust Business Leader – 07365 874006

Louise Broxton – Chief Operations Officer – 0121 585 5385

In the event of support being required out of hours, visit leads should contact the school's head teacher who will determine the level of need and where required will then contact the Trust CEO.

Educational Visits Checklist

Stour Vale Academy Trust Educational Visits Checklist forms part of the risk management process for visits and off-site activities. A visit should only go ahead if the answer to all relevant questions is 'YES' (Appendix 3).

	Tick as confirmation that this has been considered in the planning of all off-site visits
An effective level of supervision appropriate to the visit and group is evident.	<p>Early years schools to follow the EYFS Framework – https://www.gov.uk/government/publications/early-years-foundation-stage-framework</p> <p>All other pupils - Staffing ratios are a risk management issue and should be determined through the process of risk assessment.</p> <p>https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/</p>
The provider should hold the LOfC Quality Badge or the provider statement needs to be attached (Appendix 4). Not required for visits to schools.	
A specific risk assessment covering the elements the school are responsible for. This can either be completed through the event specific section within the Evolve Form or by completing an event specific plan (Appendix 5) and attaching it to the Evolve form.	<p>To cover:</p> <ul style="list-style-type: none"> Supervision Behaviour management Medical / dietary needs SEN needs First aid Safeguarding emergencies
Copies of any letters to parents attached	
Copy of an itinerary provided	
Emergency contact details for parents attached	For residential and overseas trips only
Emergency contact details for staff attached	For residential and overseas trips only

Parental Consent

Stour Vale member schools will obtain blanket consent at the start of each year for activities that fall within the 'Local Area Visits Policy' and non-adventurous trips taking place during school hours (see Appendix 1 or local school form). Parents have the option of consenting **online via EVOLVE / school's parent communication system or through a traditional paper consent form** (Appendix 6).

Specific (ie. one-off) parental consent must be obtained for adventurous, residential and overseas visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting **online via EVOLVE / school's parent communication system or through a traditional paper consent form** (Appendix 7 or local school form).

Inclusion

Stour Vale member schools must consider inclusion when planning educational visits and must as a minimum comply with the Equality Act 2010, which defines several protected characteristics: disability; gender reassignment; pregnancy and being on maternity leave; race; religion or belief; sex; sexual orientation. It is illegal to discriminate against someone because of these characteristics, and an employer or establishment must make reasonable adjustments to its facilities or services to include them.

National OEAP guidance states:

Outdoor learning and off-site visits should be available and accessible to all, irrespective of any special educational or medical needs or protected characteristics. The principles of inclusion and equality should be promoted and addressed in policy and practice, ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

Schools to add in any specific measures taken that address inclusion when they plan their educational visits.

Charging / funding for visits

All Stour Vale member schools have a charging and remissions policy, this is updated at the Summer 1 LGB. For information regarding charges please refer to the school's local policy.

Transport

School / hired self-drive minibus –Please refer to the school’s local policy.

Use of staff cars to transport pupils – All Stour Vale member schools have adopted the Trust Driving at Work policy, which states the following:

It is inappropriate for staff to offer pupils/students lifts in their cars unless, in an exceptional circumstance, this has been agreed beforehand with senior staff and parents/carers. If an emergency situation arises where a pupil requires transport, this should be reported to a senior leader as soon as possible. Pupils/students must be in the back seat of the car wearing a seatbelt. A written record of the event should be made and submitted to senior leaders immediately afterwards.

Therefore, schools must follow the above guidance.

The selection of transport provider will be at the discretion of the school; however, all providers need to follow government guidance on the provision and use of seatbelts:

[Seat belts in minibuses, coaches and other buses - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Insurance

All Stour Vale member schools have insurance provided through the RPA. This includes insurance for educational visits. Section 10 United Kingdom Travel and Section 11 Overseas Travel.

EVCs and Visit Leads should be familiar with the wording in these sections. The RPA insurance membership rules are available on the resources tab with Evolve.

School Specific Topics:

Individual school settings to add in any school specific arrangements that they have in place for their educational visits such as arrangements for swimming lessons, sporting fixtures, on site out of hours activities.

Appendix 1 - Extended Learning Locality Policy

Stour Vale Academy Trust member schools are committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

1. General

Visits/activities within the 'Local Learning Locality' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent; however, there may be situations where you would like parents to be informed in advance, e.g., via an email or a slip sent home.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

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

- School to give examples of locally used areas / facilities such as other local school, parks etc.
- Schools to add a map of the area within the local learning area identifying locally used venues.

School name use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

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).
- *add anything else specifically relating to your locality.*

These are managed by a combination of the following:

- The EVC or a member of SLT must give verbal approval before a group leaves.

- Only staff judged competent via visit lead training to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally 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 is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed.
- *Add any specifics relating to your local area.*

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office). This person is named on each Evolve approval submission and a mobile number and landline number is provided.
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff. The risk assessment for each trip should detail medical requirements for all staff and pupils, a copy of the Evolve approval and supporting paperwork will be made available to the nominated emergency contact for every off-site visit.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff. The risk assessment for each trip should detail medical requirements for all staff and pupils, a copy of the Evolve approval and supporting paperwork will be made available to the nominated emergency contact for every off-site visit.
5. The visit leader/s and the base contact/s know to request support from the Trust in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'local area', the visit leader will complete and carry the Emergency contact card (Appendix 8).

Appendix 3 – Educational Visits Checklist

<p>Trip Name:</p> <p>Trip Date:</p>	
<p>Tick as confirmation that this has been considered in the planning of all off-site visits.</p>	
<p>An effective level of supervision appropriate to the visit and group is evident.</p>	<p>Early years schools to follow the EYFS Framework – https://www.gov.uk/government/publications/early-years-foundation-stage-framework</p> <p>All other pupils - Staffing ratios are a risk management issue and should be determined through the process of risk assessment.</p> <p>https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/</p>
<p>The provider should hold the LOtC Quality Badge or the provider statement needs to be attached (Appendix 4).</p>	
<p>A specific risk assessment covering the elements the school are responsible for. This can either be completed through the event specific section within the Evolve Form or by completing an event specific plan (Appendix 5) and attaching it to the Evolve form.</p>	<p>To cover:</p> <ul style="list-style-type: none"> Supervision Behaviour management Medical / dietary needs SEN needs First aid Safeguarding emergencies
<p>Copies of any letters to parents attached</p>	
<p>Copy of an itinerary provided</p>	
<p>Emergency contact details for parents attached</p>	<p>For residential and overseas trips only</p>
<p>Emergency contact details for staff attached</p>	<p>For residential and overseas trips only</p>

Appendix 4 - Provider Statement

See attached or resources section of Evolve.
Appendix 5 – Event Specific Plan / Risk Assessment template

See attached or resources section of Evolve.

Appendix 6 – One off consent form

One off parental consent form for local area visits and trips taking place within the normal school day

School:

Full name and
reg / class of
pupil:

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises within the local area;
- b) To take part in out of hours activities on the school premises; and
- c) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The school will provide information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Additional specific consent WILL be requested for visits outside of the scope of the local area, residential visits, activities of an adventurous nature and for overseas visits.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....
.....

Signed.....

Date.....

Appendix 7 – Specific Parental Consent Form.

Educational Visits Specific Parental Consent Form for Adventurous, Residential and Overseas activities

Pupil / Student Details	
Pupil Name	
DOB	
Gender	
Details of parent (person with parental responsibility) completing this form	
Full name	
Relationship to the participant	
Mobile Number	
Email Address	
Details of any other parent (or person with parental responsibility)	
Full name	
Relationship to the participant	
Mobile Number	
Email Address	
Emergency contact details (any other person in addition to above)	
Full name	
Relationship to the participant	
Mobile Number	
Health and Welfare	
For the participant's safety and welfare, it is vital that you provide full and accurate information to all the following questions about them	
Does s/he have any allergies?	
Does s/he have any medical conditions, mental health conditions, impairments, or disabilities?	
Has s/he had any recent significant medical treatment, illness, infectious disease or injury?	
Does s/he have any dietary requirements?	
Medication	
Will s/he need to take any medication during the visit? If so, please provide the following details: Name of medication: Dosage and when to be taken: Method of administration:	
Does s/he have an asthma inhaler or adrenaline auto-injector? If so, please provide details and state whether they are able to carry and use it themselves or whether a member of staff will need to take responsibility for it.	
Details of family doctor (GP): Name of GP:	

Name and address of GP's practice: Phone number of GP's practice:	
DECLARATION AND CONSENT (signature and date required)	
I confirm that I have fully and correctly provided all the requested information above and that I will inform the establishment as soon as possible should any of the facts change.	Signed: Date:
I give my consent for this information to be shared with visit staff and any providers or other parties, as is necessary for the health, safety and welfare of my child, under the terms of the establishment's Pupil Privacy Notice.	Signed: Date:
I have received and understand the information about the visit(s) to which this form applies, including details of the activities involved and any terms and conditions. I give my consent for my child to participate in the visit(s).	Signed: Date:
In the event of a medical emergency, I consent to my child receiving emergency medical or dental treatment, including anesthetic or blood transfusion, if it is considered necessary by the medical authorities present.	Signed: Date:

Additional section for Overseas visits

Participant's passport details:	
Surname (as on passport)	
Given names (as on passport)	
Nationality	
Passport number	
Date of issue / Date of expiry PA	
Swimming and water confidence:	
Is s/he water-confident in a swimming pool?	
Is s/he water-confident in the sea or a lake?	
Can s/he swim 50 metres (i.e. two lengths of our local swimming pool)?	
Consent (signature and date required)	
I give my consent for the visit leaders to take my child abroad (i.e. to leave the United Kingdom).	Signed: Date:

I have received information about the insurance held by the establishment for the visit, and understand the extent and limitations of the cover.	Signed: Date:
I understand that my child is responsible for looking after their own property during the visit, and that the establishment is not liable for any loss or damage to it.	Signed: Date:
I agree to the terms and conditions provided, including payment terms and cancellation conditions.	Signed: Date:

Appendix 8

Visit Leader Emergency Contact Card

This card should always remain with the Visit Leader during the visit.

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s) as specified on the Evolve approval form. This should normally include a member of Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation.
2. Safeguard uninjured members of the group (including self).
3. Attend to any casualties.
4. Call emergency services, if appropriate (Europe including UK 112, North America 911).
5. Contact your Head/manager and home contact/s.

Be prepared to give the following:

Visit lead name	
Contact number	
School group name	
Exact location	
Nature of incident	
Number in the group	

Then:

- Follow advice received.
- If practicable, delegate group leadership to a deputy in order that you can be contactable at all times and to enable you to coordinate all necessary actions.
- Wherever possible, prevent group members from using telephones or mobiles, or going online until such time as this has been agreed.
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be easier to ask someone else to do this, and it may be appropriate to take photos.
- Contact the British Consulate/Embassy if abroad.
- Plan for next steps – onward travel, accompanying to the hospital etc. and consider the emotional support pupils and staff will need, monitor they are coping.

Contacts

	Name	Landline number	Mobile number
School			
Head Teacher			
EVC			
School home contacts as per Evolve approval			
Stour Vale Academy Trust (office hours)	Laura Braznell	0121 585 5385	07365 874006
Stour Vale Academy Trust (office hours)	Head Teacher to contact CEO if required		