



**BUTTSBURY**  
**JUNIOR SCHOOL**

AN ACADEMY SCHOOL

## **Educational Visits Policy**

Establishment type	School
Name of establishment	Buttsbury Junior School (Academy)
Who is employer	Buttsbury Junior School
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	Adam Graves (EVC) Ann Robinson (HT and EVC)
Date Trained	Adam Graves – Summer 2021 Ann Robinson – Spring 2020
Policy agreed	Spring Term 2022
Signed off by	Trust Board
To be reviewed	Spring Term 2025
Other Policies Related	Safeguarding, Inclusion, volunteer, transport, finance, staff training, health and safety DfE H&S advice on legal duties & powers November 2018
Other Paperwork Attached (appendix)	Appendix 1 – Risk assessment protocols for all school trips Appendix 2 – Risk assessment approval request form Appendix 3 – Groups form Appendix 4 – Transport document Appendix 5 – Risk assessment check list Appendix 6 – Critical Incident Procedure Action Plan

<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
1. Introduction	4
2. Reasons for Visit	4
3. Visits and curriculum links	4
4. Gaining approval for the trip	5
5. Choosing a date/venue/provider/programme/resources for a visit	5
6. Information about the visit to/from pupils and parents	5
7. Visits and staffing	6
8. The Visit	6
9. Financing the visit	7
10. Insurance	7
11. Transport	8
12. Emergency Procedures	8
13. Monitoring and Evaluation	8

### **Appendix**

- Appendix 1 – Risk assessment protocols for all school trips
- Appendix 2 – Risk assessment approval request form
- Appendix 3 – Groups form
- Appendix 4 – Transport document
- Appendix 5 – Risk assessment check list
- Appendix 6 – Critical Incident Procedure Action Plan

# 1 Introduction

1.1 The Employer/Trust Board has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Buttsbury Junior School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- *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 DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **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 Buttsbury Junior 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 LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits to local woods and parks
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing patterns, 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
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear
- Design and technology – work with local secondary schools
- ICT – its use in local shops/libraries/secondary schools etc.
- 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.**

- **Gaining approval for a trip**

#### **4.1 Trust Board**

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

The Trust Board must approve any visit involving an Overnight stay or Overseas Visit. The Trustees delegate the Headteacher/EVC the responsibility to approve all other visits including Local Area Visits.

The Trustees have adopted a Charging and Remissions policy.

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

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

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.

## **5 Choosing a provider**

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

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3 )

## **6 Parental Consent :**

This guidance reflects the DfE guidance with particular note where 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.

## 7 Visits and staffing

### CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

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.

### Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

### Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. A [Juniper Education online learning module](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

## 8 The visit

### 8.1 On the day

Leave in the school office:

- an amended list of children attending and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

### 8.2 During the visit

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

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.)

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.

### **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 neighbour.

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

## **9 Financing the visit**

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 County/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. Payment should be via Parent Pay. Some visits may incur vast amounts of money (example ski trip for 80 students £90,000). A formal approval from the SLT / School Finance 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 LEA, 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 wellbeing 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.

## **Insurance Provision**

Teachers should be aware of the school provision for insurance. We are insured by RPA.

## **11 Transport**

We follow the OEAP guidance with regards to transport arrangements.

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

- All leaders must carry the school's 'Critical Incident form' (z Cards)– 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 Head/Manager and the employer's advisory team.

<b>Reviewed:</b>	<b>Spring 2022</b>
<b>Next revision due:</b>	<b>Spring 2025</b>



## **Appendix 1 - Risk Assessment Protocol for all school trips**

### Risk Assessment Protocol for all school trips

ALL LETTERS MUST BE AUTHORISED BY AR BEFORE BEING SENT

#### **Small Groups/Sporting**

- Letter to go out at least 1 week before (reviewed by AR) with a 3 day deadline noted for replies
- As soon as consent forms are in get Excel summary from Tina (delete not applicable columns)
- Organise transport and give list to Jackie asap (at least 3 days before the event to allow time to check car insurances)
- Complete RAs and summary sheet for teachers so they know who is going and when (this can go on transport sheet)
- Send note home to confirm who is transporting and meeting points for visit
- Attach any letters referring to the trip
- Pass all paperwork to EVC (Adam)

#### **Whole Class/Year Group visit**

**At least one person for each visit must have been to the venue for a pre -visit if nobody has been the year before.**

- Complete School trip or activity booking form asap and give to Jackie R
- Send out letter at least 3 weeks before (reviewed by AR)
- Get Excel summary of consent forms from Jackie R and contact parents who are needed to help - give a list of parents to Jackie R 10 days before the visit
- Complete Risk Assessment attaching relevant letters and completing overall form (see checklist for 6 parts)
- Give All paperwork to EVC (Adam)

NB - All risk assessments must be given to the EVC (Adam) at least 24hrs before the visit in order for her to have time to read it fully.

## **Appendix 2 - Risk Assessment Approval Request Form**

### **Buttsbury Junior School: Risk Assessment Approval Request for *Local Visits***

Place to be visited (including address and telephone number):

Date of pre-visit?

N/A if at least one member of the teaching staff accompanying the children has been on the visit before. If so, please state member of staff's name.

Date and time of visit:

Purpose of visit:

Visit Leader:

Year Group:

Visit Leader's Mobile phone number:

Classes/Groups:

No of children:

Male

Female

No of adults:

Male

Female

Qualified teachers:

HLTA/TAs:

Parents/Helpers:

Special Needs:

*(To include details of all children who you feel may pose a potential risk eg behaviour, been in contact with an illness. Any disability, medical needs.)*

**Programme:** ( to include group activities)

<b>Time</b>	<b>Who</b>	<b>Activity</b>
	<b>ALL</b>	

**Travel Arrangements:**

*(List modes of transport to be used during visit – include coach company name and please ensure you have attached coach lists to this RA. Please ensure that you have completed a minibus RA if applicable)*

Signed: ..... EVC/Headteacher      Date .....

Group/Coach Lists Attached                      Yes              No

## Appendix 3 – Groups Form

Trip:

Date:

Trip Leader:

Mobile:

Group Leader: .....

Children:

Medical Needs

1.....

.....

2.....

.....

3.....

.....

4.....

.....

5.....

.....

6.....

.....

7.....

.....

8.....

.....

Time and place to meet ready to return to school:

## Appendix 4 – Transport Document

Event:

Date of event:

Leaving Buttsbury (via Front gate/ back gate) at \_\_\_\_\_

Group Leader:

Mobile Number:

Where and when children need to meet: \_\_\_\_\_

### Transport

Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:
<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>
Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:
<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>
Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:	Adult Name: Adult Contact Number:
<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>	<i>List children in car along with medical information</i>

\* Asthma Pump

\*\* Epi-Pen

(B) Booster Seat

(M) – Other Medical – refer to details sheet

If returning after the end of the school day, please identify which children are being collected from Buttsbury (yellow highlight), which children have permission to walk home (blue highlight) and any going to CAT Club (pink highlight).

## Appendix 5 – Risk Assessments- Checklist

### Risk Assessments- Checklist

#### Whole Class visits:

1	Cover Page	<ul style="list-style-type: none"> <li>• Address and telephone number of venue</li> <li>• Who has been on pre-visit? At least one member of staff (for each day of visit if on different days) must have completed a pre visit</li> <li>• Include names of adults and numbers of children on visit</li> <li>• Outline the itinerary for the visit</li> <li>• Travel arrangements</li> </ul>
2	Risk Assessment	Coach or walking
3	Consents	To be generated by Office
4	Groups Form	<ul style="list-style-type: none"> <li>• Include telephone contact of group leader on visit</li> <li>• Names and medical information for each child</li> <li>• Time and place to meet after visit</li> </ul>
5	Coach Lists	<ul style="list-style-type: none"> <li>• Include children and adults travelling on each coach (Numbered 1, 2, 3 etc)</li> <li>• Medical information for each child</li> </ul>
6	Initial Letter	

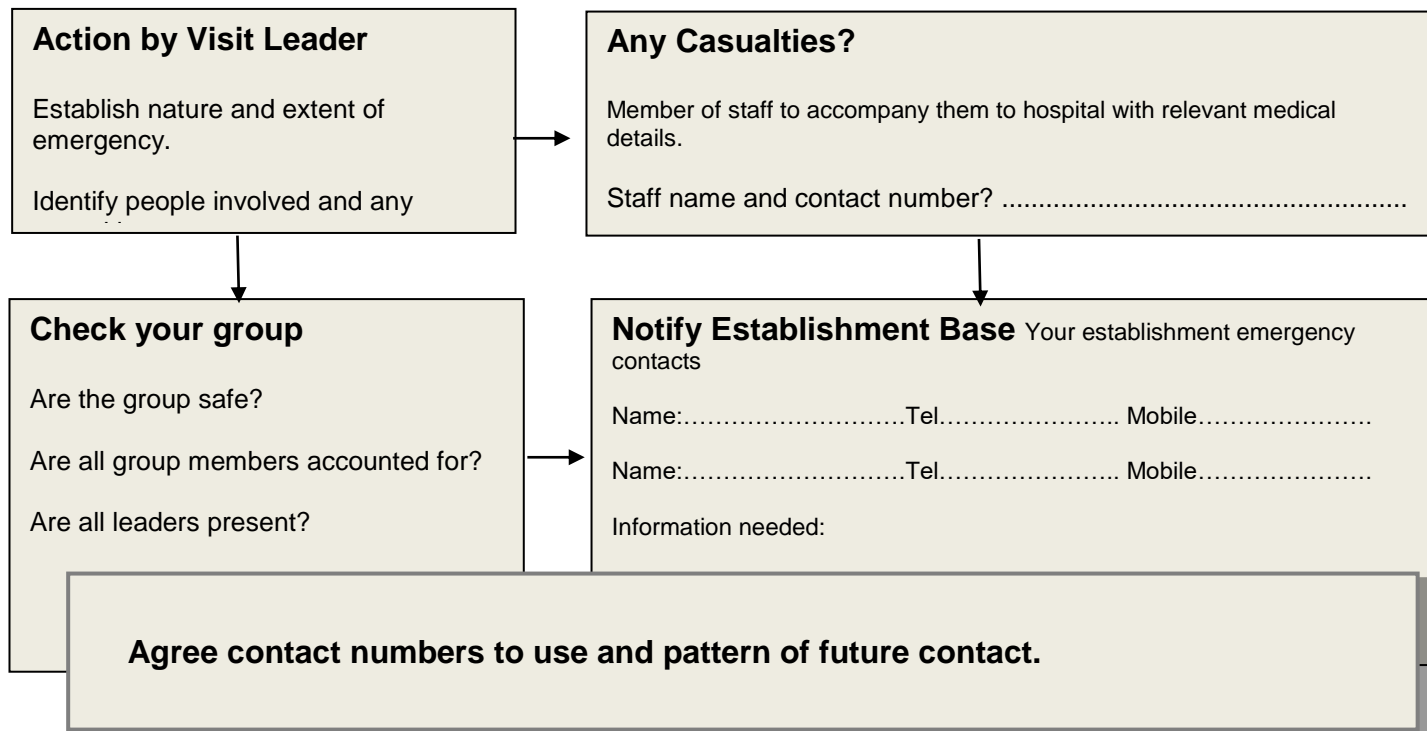
#### Small group or sporting activities:

	Cover Page	<ul style="list-style-type: none"> <li>• Address and telephone number of venue</li> <li>• Include names of adults and numbers of children on visit</li> <li>• Outline the itinerary for the visit</li> <li>• Travel arrangements</li> </ul>
	Risk Assessment	Car, Coach or walking
	Consents	To be generated by Office
	Travel document	<p>If travelling by car</p> <p>Include medical information for each child</p> <p>Does the child need a Booster seat?</p> <p>If returning after the end of school, what are the collection arrangements?</p>
	Initial Letter	

## Appendix 6 – Critical Incident Procedure ACTION PLAN

### Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment

