



Symphony Learning
TRUST

Educational Visits Policy

2016-2019

Adopted by Symphony Learning Trust on	Autumn 2016
Next Review Due	Summer 2019



Educational Visits Policy and Procedures

This policy covers the procedures for planning and executing educational across the schools in the Symphony Learning Trust

“You can’t learn about the outside if you are on the inside.” (OFSTED 2008).

[Learning outside the classroom leads] “...to improved outcomes for pupils and students, including better achievement, standards, motivation, personal development and behaviour.”

Throughout the Symphony Learning Trust, we believe that outdoor learning has equal value to learning inside the classroom. The outdoor environment has unique and exciting characteristics that promote (amongst others) imagination, enjoyment, confidence, resourcefulness, co-operation and healthy living.

The national online guidance resource [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) is an invaluable reference document, which should be read alongside this policy. It is available from <http://oeapng.info/>



Introduction

This policy should be read in conjunction with Leicestershire County Council's document *Leicestershire County Council Off-Site Visits Policy 2014*. The [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) should also be read alongside this policy. It is available from: <http://oeapng.info/>

When planning activities group leaders should use either

- Appendix ii (Day Visits Planning Pack) or
- Appendix iii (Overnight Residential Visits Planning Pack)

Off site visits are activities arranged by or on behalf of the school and which take place outside of the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences and opportunities.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits will usually take place within the school day.

Aims

The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Inspire pupils by providing high-quality experiences which bring their learning to life;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities which could include:

- Literacy – theatre visits, cinema visits, visits by authors, experiences to inspire writing
- Science – use of the school grounds, visits to the planetarium, museums, seeing science used in local businesses
- Numeracy – use of shape and number trails in the local environment, seeing maths used in local businesses
- History – visits to castles, local area, local museums
- Geography – use of local area for fieldwork, village trails
- Art and design – art gallery visits, use of locality, use of nature to make art
- PE – a range of sporting fixtures, extra-curricular activities, “team” visits
- Music – extracurricular activities, theatre visits, school band performances
- Design and technology – visit to local area, links with local industry
- Computing – its use in local shops/libraries/ engineering firms etc
- RE- visits to local centres of worship e.g. synagogue, Mosque, temple
- PSHE and citizenship – visit to fire station, old people's residential home, community centre and use of the local area

Residential Activities

Children in both Key Stages should have the opportunity to take part in residential visits. This activity is in school time and linked to the Academies' Curriculums. Charges are made in line with the SLT Charging and Remissions Policy.

Each year, the residential visits enable children to take part in outdoor and adventurous activities as part of their PE work. These are undertaken only with the agreement of the Academy Governing Body. The outdoor centres we use have

qualified instructors, insurances, risk assessments and are approved by the LA (as we always submit our paperwork for scrutiny by them).



Authorisation of Visits

The Day Visits and Residential Visits Packs in the appendices to this policy clearly detail the route for staff to take in planning and executing and educational visit. The Academy Head teacher (or equivalent) will approve the appointment of a group leader to be responsible for the running of the activity. This will be a teacher employed at the school. The group leader will nominate a deputy leader for all trips.

The Academy must name an Educational Visits Co-ordinator and they are involved in the planning and management of off-site visits in the following ways:

- ensuring that risk assessments are completed and checked prior to the activity taking place.
- supporting the governing body in their decisions
- assigning competent staff to lead and help with trips
- advising group leaders on staff:pupil ratio (see page 5)
- organising related staff training
- verifying that all adults accompanying visits who will be in sole charge of children have had satisfactory safeguarding checks and that any remaining adults on the visit will be closely supervised and will not be left unaccompanied with a child other than their own at any time
- liaising with the group leader prior to the activity to ensure that all medical and/or permission slips have been obtained (see Day and Residential Visits Group Leader Packs in the appendices of this policy).
- keep records of visits and ensure there are regular generic assessments of the risks (e.g. road crossing) where there are frequent visits to local venues (e.g. swimming baths.)

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head teacher before any commitment is made on behalf of the Academy. A comprehensive visit plan and risk assessments should be provided by the member of staff to allow for an informed decision to be made (see Day and Residential Visits Group Leader Packs in the appendices of this policy).

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the governing body and the confirmation from the appointed Health and Safety service (which may or may not be the Local Authority) before permitting the activity to take place (appendix iii).

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents or the LA (SENA) to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment and other Planning Implications

A comprehensive risk assessment is to be carried out by the group leader before the proposed visit (see Day and Residential Visits Group Leader Packs in the appendices of this policy). It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor lead activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues should be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis should be LA approved.

For non-residential visits, a copy of the completed risk assessments (see Day and Residential Visits Group Leader Packs in the appendices of this policy) must be given to the educational visits co-ordinator at least two days prior to the actual activity to allow the co-ordinator to check the risk assessment and hold further discussions with the party leader if required. For residential/adventurous activity visits, this must be more than 7 weeks in advance to allow for the paperwork to be forwarded to the Local Authority within 6 weeks of the visit.

A file containing all visit plans and risk assessments will be kept in the school office. A new file will be created for each new academic year and the old file archived in the school office.

Adult : Pupil Ratios

An activity should normally have sufficient adults taking part to provide the following minimum supervision ratios:

- Reception 1:5
- Years 1 – 3 1:6
- Years 4 – 6 1:10 to 15
- Adventurous activities 1:6

Any trip will require a minimum of two adults. When possible, an extra adult will accompany the party in case of an emergency. However, these are **minimum** requirements, and may not provide adequate supervision in all cases.

The group leader will check with the Head teacher that all adults planned to supervise the visit have been subject to appropriate safeguarding checks. It may be appropriate on some visits for adults without full safeguarding checks to accompany the children (e.g. family learning days, activities which promoting community cohesion and involvement in children's learning). On these occasions, the party leader must be aware that these adults cannot count towards the provision of adequate supervision ratios and should plan wisely, in collaboration with the school diary and staff timetabling, to ensure appropriate ratios are available. Adults without CRB clearance will not be responsible for any groups of children, nor be left unattended with pupils at any time.

Teachers have a 'higher duty of care' to ensure the safety of all pupils. They will follow the instructions and guidance given by the group leader. Teaching assistants and other adults will act as supervisors, in the same way any reasonable parent would in the given circumstances. They have a 'duty of care' to the pupils on the visit and will follow the instructions and guidance given by the group leader.

Costings

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

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers (admission fees etc)

See Day and Residential Visits Group Leader Packs in the appendices of this policy for a sample costing sheet for an educational visit.

Transport arrangements will allow a seat for each member of the party. The school will only use coaches fitted with seat or lap belts and insist that all members of the party wear the belt when on the coach. The group leader will ensure all members of the party are wearing the seat belts appropriately prior to setting off on the

journey. The group leader will ensure the driver does not move the vehicle prior to this checking process.

Where **private cars** are used for transport, the group leader is responsible for ensuring the driver presents evidence to the Head teacher that their insurance covers such journeys prior to the transport taking place (and that the vehicle is roadworthy – i.e. valid MOT). The group leader should also ensure that, other than in an emergency, there are at least two members of staff in the vehicle at all times when children are present. Parents should always be asked for permission in advance.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activity.

A generic local off-site activity permission slip will be completed by parents at the beginning of each academic year which gives permission for children to be taken out into the local area. In addition to this, group leaders should ensure that a courtesy slip is sent to parents informing them when these activities will take place.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of board and lodging for residential visits [see Charging and Remissions Policy] – which can be waived at the discretion of the Head teacher). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from any activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Educational Visits Coordinator to make a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

Group leaders must ensure that all adults attending the off-site visit have read the risk assessments and that whilst they may be accompanying their own children, the group leader is still ultimately responsible for the overall health and safety of all group members.

Group leaders must ensure that, as appropriate, risk assessments are shared with children prior to the visit (at a level appropriate to the age of the child) to enable the children to assist with managing risk and understanding how to promote their own safety.

Each adult member of the group must be provided with the group leader's number, the school number and a number of a designated emergency contact where possible. A list of mobile telephone numbers will be shared amongst the group (and kept securely).

Before leaving school, the group leader will ensure that they have a list of emergency contact numbers for all adults. All adults should have access to these numbers. Pupils' medical and consent forms will be taken on all educational visits.

At least one, (but preferably more than one) of the adult supervisors will be a trained first aider on all visits. The only exception to this is when the group leader can provide evidence that there is adequate first aid cover on transport and at the event. The group leader is responsible for ensuring that a first aider is arranged for the visit.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.



Pupil Behaviour (causing concern as part of a Risk Assessment)

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, or the good name of the school, the party leader should discuss with the Head teacher the possibility of excluding that child from the activity. Where this is the case, the child's parents must be contacted to discuss this prior to the visit; however, all possible steps must be taken to adapt activities to help ensure that *all* pupils can be involved safely.



Visit Planning Paperwork

As outlined in the Day and Residential Visits Group Leader Packs, the visit plan for intended educational visits must include the following:

- risk assessments
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical forms and other relevant details of all those going on the visit
- travel schedule and plan of activities
- accommodation plan (if applicable)
- intended arrangements for supervision
- insurance arrangement
- emergency contacts and procedures
- general communication arrangements
- medical questionnaire returns
- first aid arrangements
- costings breakdown (usually completed by the Administrative Staff)



Educational Visits CONTACTS

Leicestershire County Council Outdoor Education Adviser	Kevin Brooks Office: 0116 305 3113 E-Mail: kevin.brooks@leics.gov.uk
Children and Families Risk and H&S Manager	Colin Jones Office: 0116 3057552 E-mail: colin.jones@leics.gov.uk Emergency Contact:
Legal Services	David Morgan Office: 0116 3056007 E-mail: david.morgan@leics.gov.uk
Insurance questions	David Marshall-Rowan Office: 0116 3057658 E-mail: david.marshall-rowan@leics.gov.uk
LA Emergency Contact for visits (24 hour)	Pager 07659 170195 Mobile 07786 198283 E-mail emergencymanagement@leics.gov.uk

OEAP Employer Guidance <http://oeapng.info/>

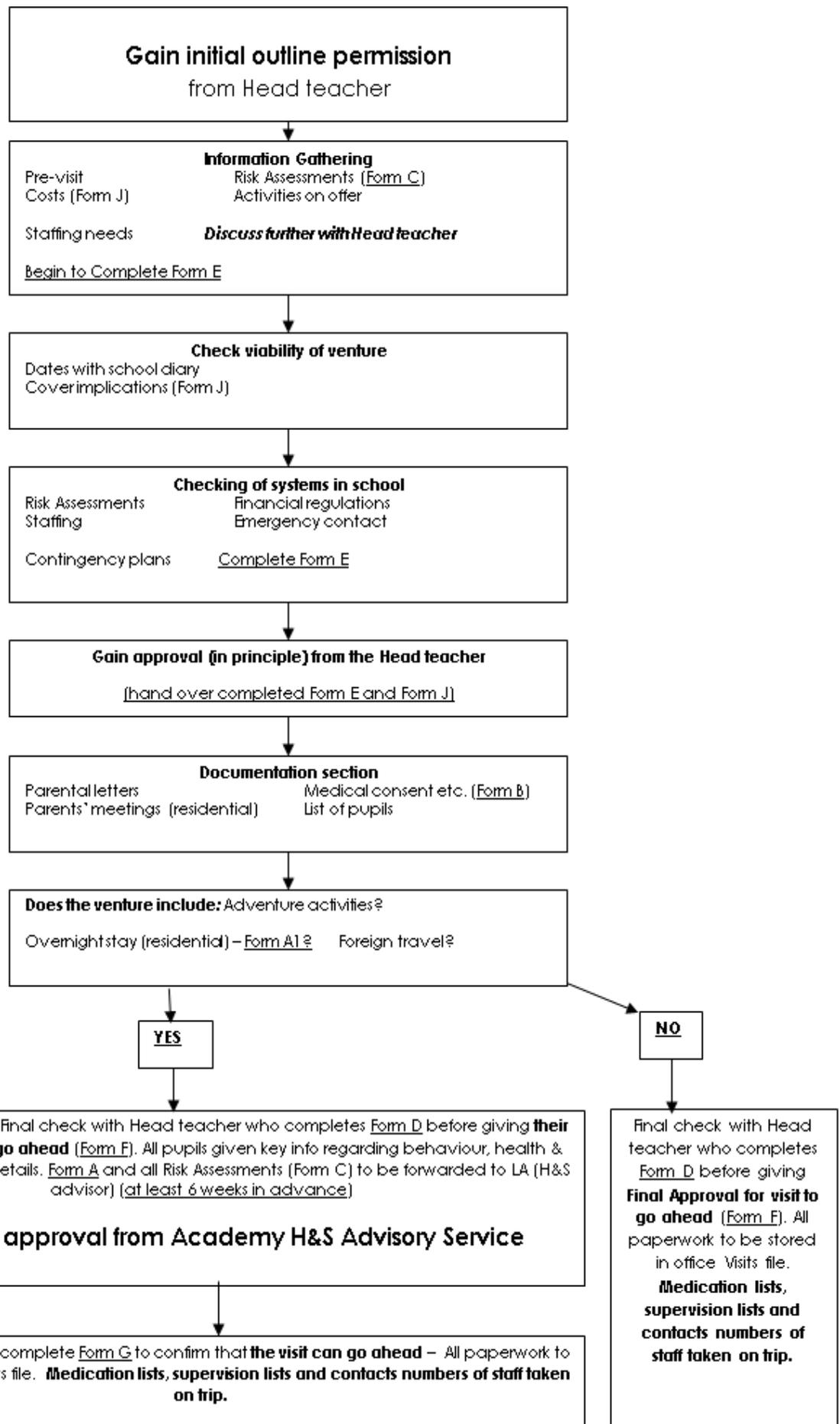
National Library www.national-library.info

LOTc www.lotc.org.uk

LOTc Quality Badge www.lotcqualitybadge.org.uk

Outdoor Education www.oeap.info

Advisers' Panel



Form A1 – Organising an Overnight Residential Visit



NOTIFICATION OF SCHOOL/COLLEGE RESIDENTIAL VISIT FORM (page 1 of 2)

School/College DfES No.

Contact Address

Telephone Fax No.

Date of Departure / / Date of Return / /

Number in Party (by age group)	Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
	Boys															
Girls																

Accommodation Address

Telephone Email or Fax

Aim or Purpose of Visit

Activity Centre Licence Number (if appropriate) N/A

Mode of Transport Operator or Tour

Hire Agreement in Place YES / NO Company Name & Tel:

Staff	First Name & Surname	M/F	Qualifications	First Aid (✓)	Leader (✓)
1.					
2.					
3.					
4.					
5.					

- * Please also list Non-Teachers or Volunteers who may be used as Assistant Leaders/Instructors.
- * Please list overleaf or enclose Programme of Activities.

I/We certify that (please tick all sections that apply):

1.	Parents have been fully informed and have signed the consent form	<input checked="" type="checkbox"/>
2.	The visit has the approval of the School Governors	<input type="checkbox"/>
3.	All monies collected and accounts will be subject to audit	<input type="checkbox"/>
4.	The appropriate sections of Guidance for the Conduct of Educational Visits and Adventurous Activities have been read by all adults accompanying the group	<input type="checkbox"/>
5.	A preliminary visit has been made to the area/all available information on the area has been obtained and a written risk assessment has been completed and forwarded to the LEA	<input type="checkbox"/>
6.	Additional insurance has been arranged	<input type="checkbox"/>

Signature (Party/Leader) Signature (Head/Principal)

Date

For Office Use	Rec	Adv	Ref
To be returned to :	Outdoor Education Adviser, Beaumanor Hall, Woodhouse, Loughborough, Leics, LE12 8TX - Tel: 01509 890119 Fax: 01509 891021		

 **NOTIFICATION OF SCHOOL/COLLEGE RESIDENTIAL VISIT FORM** (page 1 of 2)

Are you leading an adventurous activity? YES NO

If so, please complete the following page

Activity

Venue/accommodation address if appropriate:

1.			
2.			
3.			
4.			

Activity locations to be used:

1.	
2.	
3.	
4.	

Staffing Information:

Persons leading the activity (first name and surname)	Relevant National Governing Body Qualification	Date of Award	Expiry	LEA Leadership Category

I/We certify that:- (Please tick all sections that apply)

1.	Technical equipment used is fit for purpose	
2.	Participants have relevant personal protection equipment	
3.	A preliminary visit has been made to the area/all available information on the area has been obtained and an activity specific risk assessment has been completed and forwarded to the LEA	
4.	This venture will be operated within the guidance laid down in the Adventurous Activity Guidelines for Safety and Good Practice and conform to guidance in the Guidance for Educational Visits and Adventurous Activities	

Deputy leader: _____ Date: _____