



Water Orton Primary School

Educational Visits Policy

Establishment type	<i>School</i>
Name of establishment	<i>Water Orton Primary School</i>
Who is employer	<i>Warwickshire</i>
Responsibility for offsite visits (possibly EVC, or deputy head)	<i>Emma Smith (Head) and C Plow (EVC)</i>
Date of EVC Training	<i>C Plow October 2022</i>
Policy agreed	<i>Sept 2024</i>
Signed off by	<i>Emma Smith</i>
To be reviewed	<i>Sept 2025</i>
Other Policies Related	<i>Safeguarding / child protection. Inclusion, volunteer, transport, finance, staff training, health and safety DfE H&S advice on legal duties & powers</i>
Other Relevant Paperwork	<i>Parental consent forms, staff training list, School Emergency Plan, Emergency Contacts, etc. e.g:</i> Extended Learning Locality (Local Area Visit) Use 'Local Area Visit on EVOLVE to record and audit all local visits Generic and Site/Person specific risk assessment EMERGENCY PROCEDURES ACTION PLAN

<u>CONTENTS</u>	<u>PAGE</u>
1. Introduction	3
2. Reasons for Visit	3
3. Visits and curriculum links	3
4. Gaining approval for the trip	4
5. Choosing a date/venue/provider/programme/resources for a visit	4
6. Information about the visit to/from pupils and parents	4
7. Visits and staffing	5
8. The Visit	5
9. Financing the visit	5
10. Insurance	6
11. Transport	7
12. Emergency Procedures	8
13. Monitoring and Evaluation	8
Appendix 1 : Extended Learning Locality	9
Signing-out sheet for ad-hoc activities in the school locality	10
Generic and Site/Person specific risk assessment	11
EMERGENCY PROCEDURES ACTION PLAN	12

1 Introduction

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

- Read *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/
- The remaining parts should be referred to as and when guidance is sought.
- **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 **Water Orton Primary 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 Governors

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

The Governors must approve any visit involving an Overnight stay or Overseas travel. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits. The Governors have adopted a charging and remissions policy.

4.2 The Headteacher or EVC:

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.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	Yes and formal approval by	EVC and Head
Residential	Yes and formal approval by	EVC and Head
Adventurous	Yes and formal approval by	EVC and Head
Day Visits involving transport	Yes and formal approval by	Head
Local Area Visit	Yes and formal approval by	Head

5 Choosing a provider

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

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6 Parental Consent :

OEAP National Guidance Document
www.oeapng.info 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note we 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.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfef%20consent%20form.doc>

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

www.oeapng.info 3.3e-Visit-Leader-Check-List

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.

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children present 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. **PAYEMENT SHOULD BE MADE ON THE GATEWAY**. Cheques may be made payable to **WOPS**.

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 well-being and safety of young people.

There is no obligation on school or parents to purchase school trip or travel insurance, although it is strongly recommended for overseas trips and UK trips where significant

deposits have been paid.

The school's standard public liability insurance will cover the school in respect of any claims brought against it for injury to pupils where it is alleged the school is responsible. Cover applies worldwide in respect of all school activities, whether inside or outside school premises. This cover is not provided by a travel policy and there is no duplication of cover should a travel insurance policy be taken out.

The following is from an email sent by Warwickshire to a school last year to explain the differences between liability and travel insurances.

Public Liability Insurance

- *Covers the school / governing body in respect of any claims made against it for personal injury or loss of or damage to property where it is alleged the school has a legal liability for the loss (usually dependent on negligence).*
- *Cover applies in respect of all education activities arranged by the school, both on the school site and away from the school. Cover applies worldwide.*
- *Included within the School Combined policy.*

Employers' Liability Insurance

- *Covers the school / governing body for any claims made against it for legal liability for personal injury to employees arising out of their employment by the school.*
- *Cover applies worldwide.*
- *Statutory requirement for Voluntary Aided schools and any other schools where the governing body (and not the LA) is the employer.*
- *Included within the School Combined policy.*

Indemnity

Please see reference to parental Consent: -

OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Insurance Provision

School Trip / Travel Insurance

- *Arranged for the benefit of the pupils and accompanying adults.*
- *Personal accident cover pays for specified benefits in the event of a serious accident (death, loss of limb(s), eye(s), temporary or permanent disablement). Death benefits for pupils will be significantly lower than those for adults, as they will have no dependents etc. Payment of benefits is not dependent on legal liability or negligence of a third party.*

- *Other covers will include medical expenses and repatriation costs (non-UK trips), cancellation costs, loss of money or personal effects, personal liability of accompanying adults.*
- *Cover applies only when on an insured trip.*
- *Not included within the School Combined policy.*

Some schools arrange school trip insurance for all activities away from the school. There is no statutory requirement for schools to arrange cover and the decision whether to arrange cover is that of the school. You may well consider it superfluous to arrange cover for pupils above and beyond what is in place whilst they are in school.

Irrespective of the above, cover is recommended for trips where cancellation would incur significant cost to the school and / or the parents and, even more so, for non-UK trips where medical expenses and repatriation costs can be very significant.

11 Transport

See School Transport Policy -

Also see guidance from OEAP NG -

www.oeapng.info/pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- The school follows the Warwickshire EASEE procedures.
- 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.

Reviewed:	September 2024
Next revision due:	September 2025

Appendix 1 - Extended Learning Locality (Local Area Visit)

The school uses the 'Local Area Visit' documents on EVOLVE to record and audit all local visits. A local visit is anywhere within the Water Orton Parish boundary and is within normal walking distance.

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).
- Water Margin activities (near the river)
- Work near train lines
- Entering shops or other venues

These are managed by a combination of the following:

- The Head, Deputy or EVC.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- 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 practiced appropriate management techniques.
- Pupils have been trained and have practiced 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. *This needs an advance decision from the party leader and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).*
- 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. Use the 'Signing-out sheet' below and in EVOLVE Resources
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles) *If you have a local issue, eg. with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!*
- *Staff should always ensure children use the Crossing when undertaking events in the high street.*
- Staff should use the Mini-EVOLVE 'Local Area Visits' option to complete this requirement. Remove the need to Keep a record of this sheet.

STAFF SHOULD USE THE EVOLVE LOCAL AREA VISITS OPTION ON EVOLVE
This includes the following signing-out sheet for ad-hoc activities in the school
locality, where the school policy addresses the generic risk management issues.

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

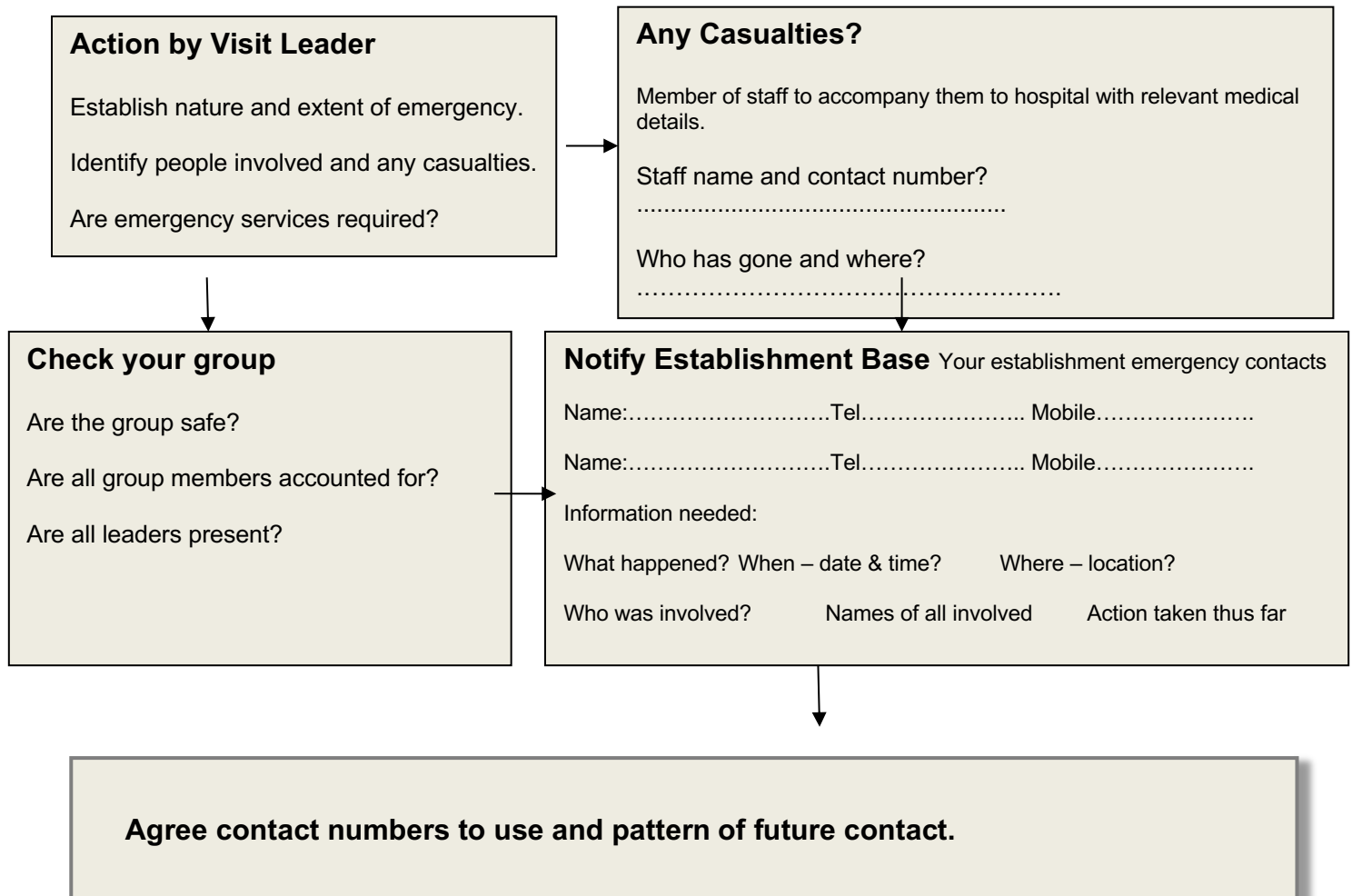
This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

ACTIVITY AND ENVIRONMENT:

1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

