



Policy for Educational Off-site Visits and Activities



Date of ratification by the Governing Body:

Signed  **Chair of Governors**

Signed  **Head teacher**

Date: March 2022

To be reviewed March 2024

WEDDINGTON PRIMARY SCHOOL

INTRODUCTION

Weddington Primary School adopts the guidance and procedures issued by Warwickshire County Council in conjunction with the DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) and supported by EVOLVE – Juniper Education for Warwickshire Schools. The LA uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils 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 usually take place within the school/working day.

AIMS AND OBJECTIVES

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- 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.
- Each year group aims to take 1 or more trips and have at least 1 visitor in school that links to the curriculum theme.

Why are Outdoor Trips and Visits important?

- Out of classroom learning makes a unique contribution to a child's education, offering fantastic opportunities and rewards to both children and teachers alike.
- Helps to enrich the curriculum and improve educational attainment.
- Boosts self-esteem and motivation.
- Develops Key Skills.
- Assists in developing and enhancing social skills.
- Promotes health, fitness, fun and enjoyment.
- Help to build stronger links between schools and communities.
- Broaden a child's horizons and their knowledge of the world around them.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) and following training given by the EVC.

Visits and curriculum links

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.

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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.

Residential Activities

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement and approval through the EVOLVE system, Governors, Head Teacher and the EVC Coordinator and the trip leader must be deemed competent to lead. All forms must be completed 8 weeks prior to the trip and submitted to the EVOLVE system.

EDUCATIONAL VISIT CO-ORDINATOR (EVC)

The establishment Head/Manager will ensure that it has a trained Educational Visit Co-ordinator who has received up to date training (reviewed and updated every 3 years). The EC should be an experienced and competent Visits leader. The EVC will be involved in the planning and management of all off-site visits and keep a paper copy of all risk assessments.

The EVC will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Along with head of Admin, verify that all accompanying adults have been DBS checked.
- Along with Trip leaders, make sure that all consent and medical forms are obtained.
- Keep records of visits.
- Carry out training for new staff members and ECT's.
- Support any trip or teacher who requires additional support and guidance.
- Keep a running document of Staff competencies.
- Have an up to date list of: paediatric, general first aiders, diabetic and manual handling trained staff.

The EVC will support the admin officer to upload trips onto the EVOLVE system.

The school's trained EVC is: Miss Sally Bilson

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must initially fill in a PROVISIONAL TRIPS BOOKING SHEET (Appendix A) which should then be given to the Head Teacher. This form will give information about

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proposed dates, educational links, proposed costs and staffing issues. Once approval from the Head Teacher has been given, the Trip leader can proceed and book the trip with the establishment and fill in TRIP ACCOUNTS FORM (Appendix B) so that the office can book a coach. For a Category B or C trip, approval must be sought by submitting documents onto EVOLVE. The EVC and Head teacher are responsible for making a judgement about the competence of colleagues to lead any trip or visit.

Category A Visits/Activities

Approval for Category A visits and activities, is required from the Head Teacher and EVC. EVOLVE approval is not required but all documents must be uploaded.

Category B Visits/Activities

Approval for Category B visits or activities must be obtained from the Governing Body, the Head Teacher and EVC before they take place. Endorsement and approval is also required from EVOLVE.

Classification of External Visits:

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad

Category C - Duke of Edinburgh's Award activities, Overseas visits.

Risk of Terrorist Attacks.

Please note, TRIPS TO CAPITAL CITIES SUCH AS LONDON, MANCHESTER AND BIRMINGHAM ARE TO BE CLASSED AS A **HIGH RISK** TRIP. RA's must be detailed and Trip leader's must risk assess against possible Terrorist attacks. Trip leaders are asked to seek advice from EVC coordinator (S.Bilson) for advice and help with planning.

Further guidance on the classification of visits can be found in teacher packs or via the EVC.

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

VLT is offered to all 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 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. This has been accessed by many staff and has been evaluated as a valuable and worthy course.

Planning a Visit or Activity

The Trip Leader must be deemed must ensure that the visit or activity is planned in advance and within submission time to ensure approval is granted and documents can be uploaded to the **EVOLVE** system, Risk assessments are thoroughly checked and signed by the EVC and that parents are notified well in advance of any costs and give written permission.

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When planning Category A activities, the trip leader must complete a pre site visit if they have never visited the establishment before. Any paper work for the trip must be kept by the Trip Leader and master copies of the Risk Assessments and Coach Plan must be given the EVC to check and sign.

Category B and C activities need detailed planning and should always involve the deputy trip leader and EVC. All paper work should be kept and the Head Teacher kept up to date with arrangements. In order for a teacher to be a Trip Leader for this type of trip, they must previously have been a deputy leader and have been actively involved in the trip. The Head teacher and EVC must also approve the competence of the staff member for these particular trips.

Guidance can be sought on the [Outdoor Education Advisers' Panel](http://www.oeapng.info) (OEAP) which supports Local Authorities, schools and Academy Groups in England, Wales and Northern Ireland. It provides a forum for sharing and developing good practice in Off Site Visits, Outdoor Learning and Learning Outside the Classroom.

www.oeapng.info

Visit Plan

The visit plan for intended visits must include the following:

See **Appendix D** for a breakdown of 'How to plan and deliver a trip/visit.

- Risk assessments for transport, site of visit and activities;
- Additional Risk assessments for speech and language children, children that have SEND statements, specific medical conditions and any children with behavioural concerns.
- Curriculum objectives
- Supervision/pupil ratios as well as named first aider
- Itinerary
- Medical information about specific children.
- Emergency contact details – printed from EVOLVE
- Supervising Adults – Signature list and Confidentiality form (Appendix E) . Kept by the trip leader
 - Coach plan indicating where the children and adults will be seated if going out of county
 - Address any COVID measures that need to put in place through the RA.

Risk Assessment

All relevant risk assessments must be carried out by the Trip Leader before any proposed visit or activity takes place. It is advised that the Deputy Trip Leader is also involved in this process. Existing risk assessments should only be used as **reference only** and at all times a **new RA** should be written and checked to ensure that they are still suitable, sufficient and relevant to the particular needs of the children and cohort.

Risk assessments must be detailed, clear and ongoing. They should be viewed as a working document. Trip Leaders must ensure that they are given to the EVC at least **10 days prior** to the trip leaving to allow time for thorough checking to be carried out and documents to be uploaded and submitted onto **EVOLVE**.

A copy of the signed RA needs to be given to accompanying adults prior to the trip/ activity to allow reading time and must be carried with them during the trip as it is a working document and RA's from accompanying adults should be shredded upon return.

Please note: Trip Leader must keep a hard copy of their annotated RA.

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The Trip Leader is responsible for the health and safety of all children, volunteers and the public on each trip – **Full Duty of Care**.

If something should go wrong on a trip, authorities will go straight for all of paper work especially the Risk Assessments. They have to be able to prove negligence by the member of staff or failure to fulfil duty of care to the pupil so risk assessments are an essential part of the careful pre-visit planning.

Advice when writing RA's can be sought via www.oeapng.info or the EVOLVE system.

Transport

Risk assessments must also be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been approved and used by the school and are supported and authorized by EVOLVE through the Kaddi system which has a direct link with the LOTC quality badge provider.



When travelling out of county, a full coach plan must be written detailing the seating arrangements for the children and supporting adults. This is good practice and it has been advised that all off-site activities do complete one.

It is advised not to use a self- drive mini bus for Primary School Children.

If using staff vehicles, seek guidance from OEAP NG [-www.oeapng.info.pdf](http://www.oeapng.info.pdf) 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars.

See EVC co coordinator for help, advice and what evidence to provide.

For transportation to sporting fixtures, Parents are responsible for the transportation of their child to and from the venue. Responsibility is then taken over by the Trip leader who is responsible for the health, welfare, behaviour and medical needs of the children taking part.

A specific Risk Assessment must be written for every off-site sporting event/activity including full medical details of the children involved. These events do not need to be uploaded to the EVOLVE system.

Communication with Parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit well in advance of the trip via a letter. The initial letter must be checked by the Head teacher before being given out to parents. Always ensure that the office has a copy of your final letter in the school file and that the letter is uploaded to the EVOLVE system.

Parents must give their permission in writing before a child can be involved in any off-site activities. An emergency contact number must always be provided.

FURTHER HEALTH AND SAFETY CONSIDERATIONS

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Trip Leader and provided with an emergency contact number of the Trip Leader and the establishment. Where an activity extends beyond the normal working day (residential), the telephone number of a designated emergency contact should be provided – Usually the Head Teacher. All of these numbers must be logged and submitted onto EVOLVE.

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The School Office is to be provided with a list of everyone, pupils and adults, travelling with the group. It is good practice to leave a trip pack with the office whilst you are on your visit.

The safety of the group(s), especially the pupils, is of paramount importance.

Trip Leader is responsible for the health and safety of the children, volunteers and the public on each trip.

During the activity, the Trip Leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe, well and looked after and supervised at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Trip Leader should discuss with the Head Teacher/EVC so that measures can be put in place to enable the pupil to take part, especially if part of the curriculum. An example of these measures could be an Individual Risk Assessment, extra supervision and meetings with the parents and child.

Emergency / Critical Incident Procedures

See OEAP National Guidance document :

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

- All leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- Trip Leaders to have read and understood school **CRITICAL INCIDENT POLICY – See Appendix C**
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

MONITORING AND REVIEW

This policy is monitored by the Head Teacher and Governing body and will be reviewed every two years, or before if necessary.

Once a trip has returned, it is the **Trip Leader's responsibility** to evaluate the visit via the EVOLVE website and report any incidents to the Head teacher/EVC Co ordinator.

EVOLVE:

Warwickshire – Juniper education for Warwickshire schools.

Contacts:

Norberto.fusi@junipereducation.org

Sue.bryce@junipereducation.org

jake@evolveadvice.co.uk



Appendix A :

Weddington Primary School

Provisional Trip booking – to be confirmed by the head teacher.

Name of trip organiser:..... Phone:.....

Year group:.....

Reason for Trip/subject link

- 1):**.....
- 2):**.....
- 3):**.....

Name of destination:.....

Address:.....

Proposed dates:..... **AM/PM/all day**

- 1.**.....
- 2.**.....
- 3.**.....

Time of departure from school:

Arrival at Venue:.....

Leave Venue:.....

Return time to school:.....

Approx number of children attending:.....

Approx cost of entry per child :.....(excluding coach)

Approx number of adults required for the trip.....

Please list the names of staff members required:.....

.....
.....

I agree to the above trip being organised.

Please go ahead and fill in the **Trip sheet of accounts (in full)** for budgeting purposes.

Signed.....Head Teacher/Deputy Head **Date:**.....

(Please photocopy for the: Office (A Harper/Head teacher/EVC and your file)



Appendix B:

WEDDINGTON PRIMARY SCHOOL – TRIP SHEET OF ACCOUNTS

Provisional Trip Booking form completed - Yes / No

Form signed by Head Teacher / Deputy Head - Yes / No Date

Please attach a copy of you Provisional Trip Booking Form to the back of this document and fill in the sections marked with a *

Coach Quotations:

Quote 1 Name of Coach Company Amount £

Quote 2 Name of Coach Company Amount £

Quote 3 Name of Coach Company Amount £

Coach Company: Tel:

Expenditure:

*Number of adults: Number of Free Adults

*Number of children:

Children on holiday:

*Cost of entry: £ x adults £

*Cost of entry: £ xchildren £

Cost of Coach: £

Insurance: 26p x Individuals (adults & children) £

*Other Expenditure: £

Total £

Non payers Children

Income: £ x Children £

Profit/Loss £

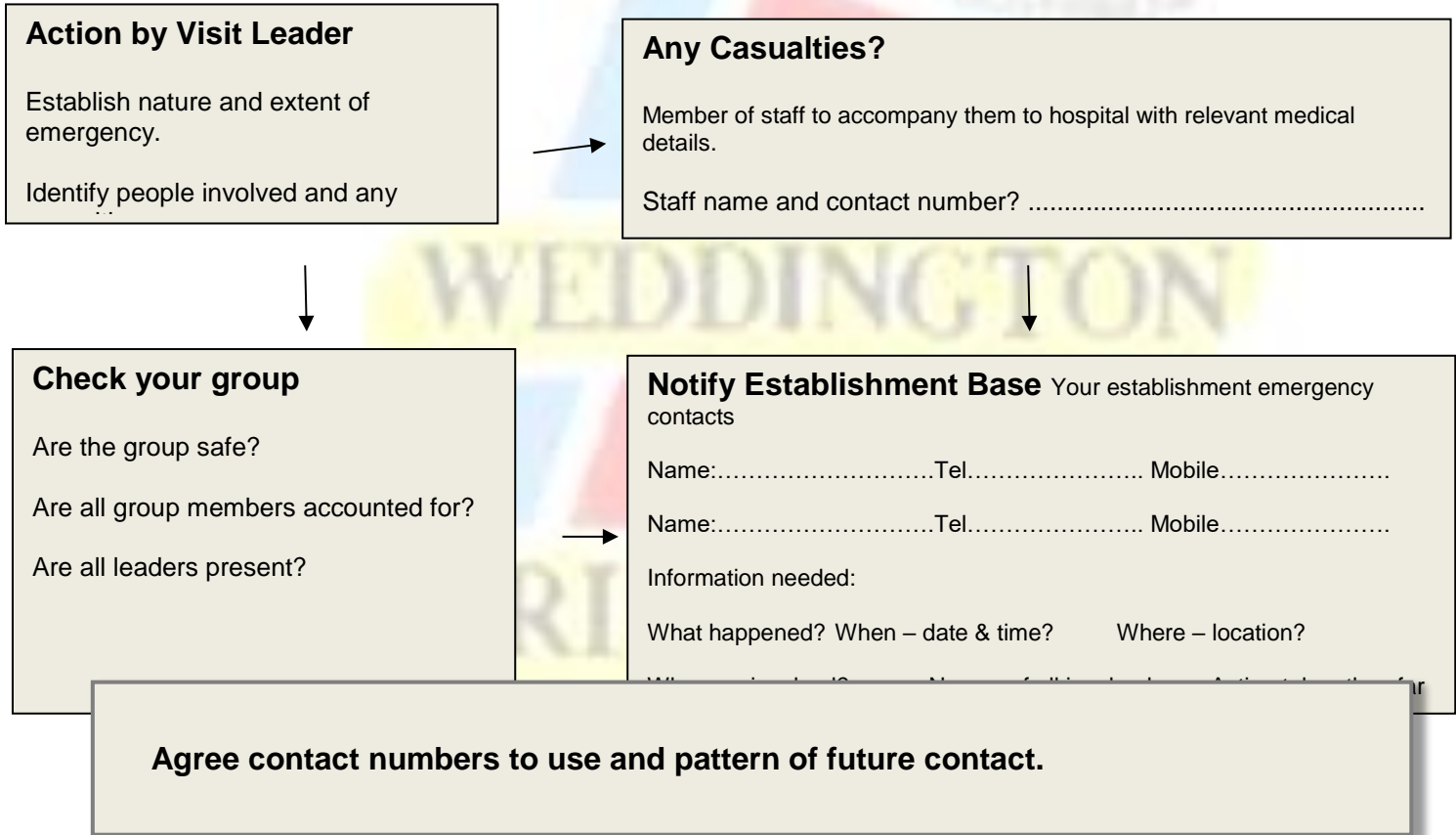
Review of trip: value for money – yes/no
 educational for pupils – yes/no
 enjoyable – yes/no
 pitched at the correct level – yes/no
 standard of behaviour – good/bad

Other comments:

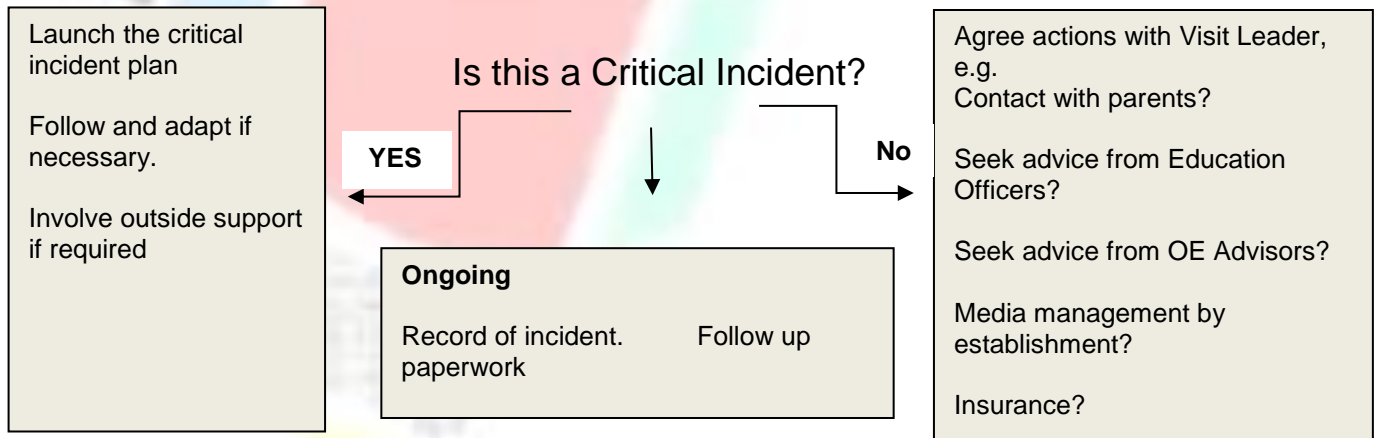


Appendix C: Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment



Appendix C – Please note CRITICAL INCIDENT POLICY IS A SEPARATE DOCUMENT :





Appendix D	What you need to do:	Check
1)	Complete 'Provisional Trip Booking Sheet'. <ul style="list-style-type: none"> Signed off by JK Copy to AH and SB <i>This will allow the EVOLVE process to begin and your trip can start to be uploaded.</i>	
2)	Proceed and book your trip with the venue and write the date in the Diary in the front office.	
3)	Complete the 'Trip Accounts' sheet - in FULL! <i>AH will collect coach prices for you but it is up to the Trip Leader to complete all finance. When complete give a copy to AH for EVOLVE file.</i>	
4)	Write your 'Parent Information/Permission Trip Letter.' Adding all details about the trip. <i>Checked and verified by the JK</i>	
5)	Give a copy of the letter to the OFFICE for their file. <i>Allows the office time to set up 'Parent Pay' for you.</i>	
6)	Put a copy of the letter into the EVOLVE file under your Year Group.	
7)	Always keep a record of the letters that are returned before you give them to the office.	
8)	WRITE YOUR RISK ASSESSMENTS IN ADVANCE: <ul style="list-style-type: none"> Coach RA Venue RA Medical / Behaviour RA SEN/ S&L and specific I:I RA's. <i>Risk Assessments are a LEGAL REQUIREMENT. They must highlight any 'risk' involved in your trip and how you as Trip Leader plan to reduce the risks. Pay particular attention to medical and behaviour needs in your particular cohort.</i>	
9)	Print off RA's (One sided) and give to SB (EVC) for checking and authorisation.	
10)	Once signed, <ul style="list-style-type: none"> Photocopy them ready for your Staff/Helper trip packs. Put your digital copies into your designated EVOLVE folder so they can be uploaded 	
11)	Fill in your list of STAFF/HELPER'S RA confirmation sheet and get it signed ASAP. <i>This document states that the individual named has read, understood and will adhere to the RA's in place.</i>	
12)	Complete COACH PLAN and front sheet. <i>Just names need to be written on the plan. Remember no children in center seat, directly at the front of the coach or overlooking a stair case. Spread your adults out evenly. Ensure that children sit in the same designated seats outbound and return.</i>	
13)	AH will provide Trip Leader with a list of Emergency Contact Numbers for the children attending the trip.	
14)	MASTER COPY of your entire trip pack MUST be given to SB (EVC) for main file.	

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15)	<p>Once all of your trip information has been uploaded on to EVOLVE, it must be submitted to SB for authorisation. It will then be automatically sent to Head Teacher JK for signing off. Only then is your trip legally permitted to depart.</p> <ul style="list-style-type: none"> • This MUST happen 1 WEEK before your departure date. • 4 WEEKS prior to a residential trip. <p style="color: red;">AH can only submit your trip if she has been given ALL of the information that EVOLVE requires.</p>	
	<p>It is VITAL that as trip leader you keep in contact with AH or SB (if AH not working) with all of the required information. It is the responsibility of the 'TRIP LEADER' to ensure that your trip is successfully uploaded - in time- and submitted.</p> <p>It is <u>not</u> AH's job to chase you for information. Be organised and thorough with your paperwork please. Juniper Education keep a robust check of all trips that are going out in Warwickshire schools.</p>	
<u>Day of the TRIP</u>		
1)	<p>First aider to ensure all medicines are checked and accounted for including dates of inhalers and medical record forms. Collect sick bucket etc for journey.</p>	
2)	<p>Trip and Deputy Leader must carry on them:</p> <ul style="list-style-type: none"> • Coach plan • Emergency contacts (Printed from EVOLVE) • All RA's. • Trip Leaders can use the EVOLVE GO Mobile app. 	
3)	<p>All additional staff must have read and be carrying on them copies of the relevant RA's.</p>	
4)	<p>All staff and helpers on the trip must sign document to say they have read the RA's.</p>	
5)	<p>Additional helpers, who are not employed by the school, must sign <u>confidentiality form</u>.</p>	
6)	<p>REGISTER your classes on school register and inform office of children absent so that EVOLVE register can be completed. Collect Emergency Z cards from EVC or CIP for larger trips. INFORM the office of any absent children so that they can be edited from EVOLVE.</p>	
7)	<p>CALL office when you arrive to let them know you have arrived safely.</p>	
8)	<p>CALL office when departing from the venue.</p>	
	<p>Remember that RA's are a working document. They can be written on, issues highlighted etc. You must abide by the RA's that you have in place in order to reduce potential risk.</p>	

Return from TRIP	
1)	Collect in all RA's from staff and helpers - SHRED. <i>Ensure that you keep your copy in your own file.</i>
2)	Put all High Visibility jackets back neatly.
3)	Return all medication to relevant boxes.
4)	Meet with AH or SB to evaluate your trip. This takes about 5 mins (have up to 28 days to complete) Your responsibility to ensure that this is complete.
5)	Upload your class page with a couple of interesting photos along with a short paragraph about the trip. - Ensure you check photo permissions.
6)	Email JH some photographs for the trips and visits section of the website.



Appendix E:

Warwickshire County Council



WEDDINGTON PRIMARY SCHOOL

Weddington Primary School, Winchester Avenue, Nuneaton CV10 0DR
t. 024 76340729 f. 024 76382478 e. admin2632@waleson365.com w. www.weddingtoncses.co.uk

Every child, every chance, every day!

Headteacher
Mrs J Kershaw

For volunteer helpers accompanying school trips

The care and safety of our children is paramount so please be aware that all information concerning children and staff is confidential. For this reason we ask all volunteers to sign a confidentiality agreement. Please sign this document to confirm your acceptance of the conditions set out below.

I agree that all information that may come to my attention with regard to individual children or staff remains confidential and will not be discussed outside school/with other parents or on social networking sites.

I agree not to take photographs or any recordings of children or staff from the school.

_____ is the trip leader. As a volunteer helper I understand and accept that she/he has carried out a range of risk assessments under the direction of the Educational Visits Coordinator, and therefore holds full responsibility for all decision making during the trip. I agree to abide by any such decisions.

I have read the Risk Assessment for the trip and will return it to the trip leader at the end of the trip.

Signed: _____ Date: _____

Print Name: _____

If you have any concerns while on the trip please speak to a member of school staff.

Thank you for volunteering to help on our trip.

