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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 Bilton Community Federation read this policy before contemplating or organising any educational trip or visit to be made by children from their 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.)

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 all schools, we offer a range of educational visits and other activities that add to what they learn at school.

Staff may refer to these guidelines when considering visits:

<https://oeapng.info/downloads/>

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 schools 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, parks, farms, zoos and marsh areas
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing patterns, museums, local places of interest
- 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, visits by specialist coaches e.g. dance, gymnastics, visits to local schools to take part in competitions
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear, visits to local schools
- Design and technology – using the environment, visits to museums, cooking kitchens
- ICT – its use in the home, local shops, libraries, 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.

4 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 Visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits including Local Area.

The Governors have adopted a charging and remissions policy (see school website) www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC

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

- 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 BJS |
| ▪ Residential | Yes and formal approval by EVC and Head BJS |
| ▪ Adventurous | Yes and formal approval by EVC and Head BJS / BIS |
| ▪ Day Visits with transport | Yes and formal approval by EVC and Head BJS/BCIS/BIS |
| ▪ Local Area Visit | Yes and verbal approval by EVC and Head BJS/BCIS/BIS |

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider and where possible conduct a preliminary visit.

See Section: www.oeapng.info/ 4.4f 4.4g and 4.4h



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, Adventure mark, etc.)

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

6 Parental Consent

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

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

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:

www.oeapng.info 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader

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 with guidance from the school's Health and Safety representative. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

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.
- 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 staff 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.

8.3.2 If outside the school day, 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.

Some visits may incur vast amounts of money (e.g.ski trip for 80 students £90,000). Formal approval from the SLT 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.

Indemnity

Please see reference to parental Consent: -

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

Insurance Provision

Teachers should be aware of the school provision for insurance. A copy schedule of School Insurance including off-site visits is available from the school office.

11 Transport

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

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

11.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

11.3 If a situation arises where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal DBS checks. They must also ensure that the correct booster seats are available for each child travelling by car.

11.4 We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.



Also see guidance from OEAP NG:

<https://oeapng.info/downloads/> 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

- All staff leaders must carry the school's emergency telephone contacts and action plan should an incident happen.
- A named paediatric first aider (EYFS) or first aider (KS1/KS2) will always accompany a party on an off-site visit.
- 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)

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.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

All links to guidance documents noted should be accessed via the www.oeapng.info site.

To access the most current advice/guidance. Use the keyword search to locate any document.



Appendix 1.1



Extended Learning Locality (Local Area Visit)

Local Learning Area

Originated from [EVOLVE National Library](#) for any latest updates - September 2020

General

Visits/activities within the 'Local Learning Area' 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 a 'Signing-out' sheet to be left with the office.
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

This area includes the following frequently used venues:

- *In Bilton:*
 - *Play Parks*
 - *Local shops e.g. Tesco Express, Co-op (any along Bilton Road)*
 - *Places of worship e.g. St Mark's Church, BEC church*
 - *Local schools e.g. Bawnmore, Bilton Junior, Rugby High, Bilton High*
- *Around Bilton:*
 - *'Big' Sainsbury's*
- *In Rugby:*
 - *Library / Art Gallery*
 - *Rugby Central (Shopping Centre)*
 - *Rugby School*
 - *Caldecott Park*
 - *Rugby Town Council offices*

We use the locality of Bilton and Rugby as an 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.



Appendix 1.2



Extended Learning Locality (Local Area Visit)

Local Learning Area

Originated from [EVOLVE National Library](#) for any latest updates - September 2020

General

Visits/activities within the 'Local Learning Area' 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 a 'Signing-out' sheet to be left with the office.
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area include, but is not limited to, the following frequently used venues:

- *In Bilton:*
 - *Local Churches*
 - *Cock Robin Wood*
 - *Local woodland areas*
 - *Local care homes*
 - *Other local schools*
- *In Rugby:*
 - *Library / Art Gallery*
 - *Rugby School*

We use the locality of Bilton and Rugby as an 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.



Appendix 1.3



Extended Learning Locality (Local Area Visit)

Local Learning Area

Originated from [EVOLVE National Library](#) for any latest updates - September 2020

General

Visits/activities within the 'Local Learning Area' 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 a 'Signing-out' sheet to be left with the office.
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

This area includes the following frequently used venues:

- *In Bilton:*
 - *Play Parks*
 - *Local shops e.g. Premier Shop (Woodlands)*
 - *Places of worship e.g. St Mark's Church*
 - *Local schools e.g. Bawnmore, Bilton Junior, Rugby High, Bilton High*
- *Around Bilton:*
 - *'Big' Sainsbury's*
 - *Cock Robin Wood*
 - *Bawnmore Road Spinney*
 - *Walk to local post box*
- *In Rugby:*
 - *Library / Art Gallery*
 - *Rugby Central (Shopping Centre)*
 - *Rugby School*
 - *Caldecott Park*
 - *Rugby Town Council offices*

We use the locality of Bilton and Rugby as an 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 (all schools)

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).
- Dogs

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- 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 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group and staff/volunteers are spread evenly across the group to supervise.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group e.g. *this depends upon where the visit is but may include 'stay where they are; go to nearest shop worker and ask for help'*
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school and high visibility vests are provided for all pupils and staff/volunteers.
- Staff are aware of any relevant pupil and / or staff medical information and ensure that any required medication is available.
- Staff will leave with the office a list of all pupils, staff and volunteers, a proposed route, and an estimated time of return using the 'Signing Out Sheet' below (*also in EVOLVE Resources / ECC tab*).
- Staff members will take their mobiles with them and the office have a note of the number.

Covid-19 specific items:

- Regular handwashing or regular hand sanitising is in place.
- Pupils are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- Use antibacterial wipes to clean any equipment before use.
- All remotely supervised work in the Local Learning Area is suspended
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

Staff now use the Mini- EVOLVE 'Local Area Visits' option to complete this requirement.



Appendix 2

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)	

Appendix 3

Consent form for school trips and other off-site activities

Used when first joining the school

Name of child:

D.O.B:

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; and
- b) 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 trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you 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.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

We use the locality of Bilton and Rugby as an 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.

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 4

Risk Assessment Form

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	
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Service		Team / Section	
Assessment Date		Review Date	Reference Number

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when

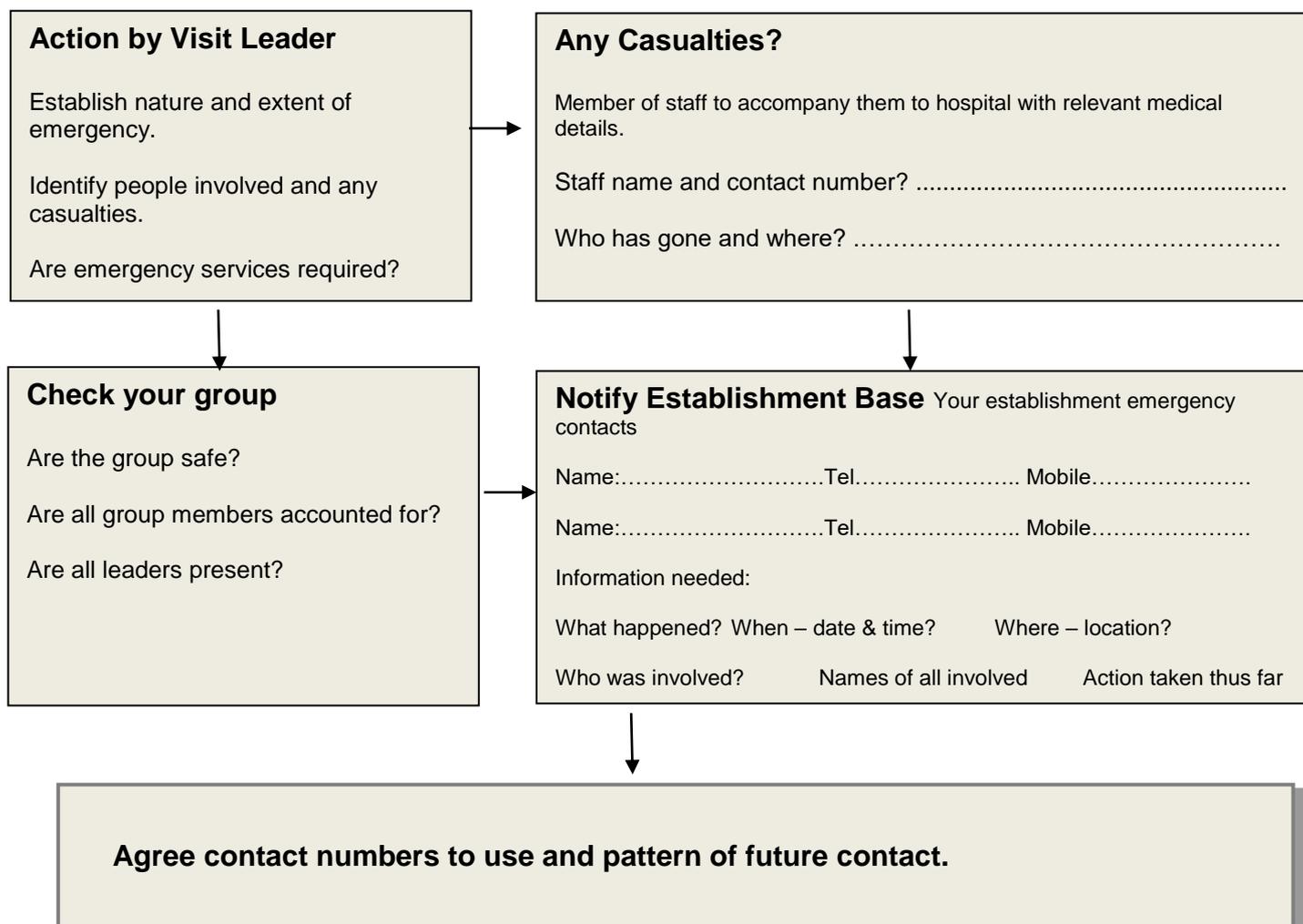
Name of Assessor		Signature	
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Name of Manager responsible for activity / process		Signature	
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Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

