

Educational Visits and Trips Policy

May 2023

Bushmead Primary School



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1. Aims

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

2. Legislation and guidance

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

www.oeapng.info/ng-first-time-visitor/

3. Definitions

A External Visits are defined as events that involve children, young people or vulnerable adults being away from their normal school, centre or residential home premises, while in the care of the school or other service. This includes educational visits, outings, school trips and off-site activities such as: local visits to parks, museums, libraries and sports facilities; cultural, educational, recreational and exchange trips; outdoor activities; residential; field trip

4. Roles and responsibilities

All roles are clearly defined on the NG website. www.oeapng.info

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific Guidance and information for each above role and relevant documents. Within the school all roles are covered and managed by staff and the Governing Body. The school has a Trained EVC who is Mr Steve Down. All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website. Volunteers are managed under the school volunteer policy including relevant DBS checks.

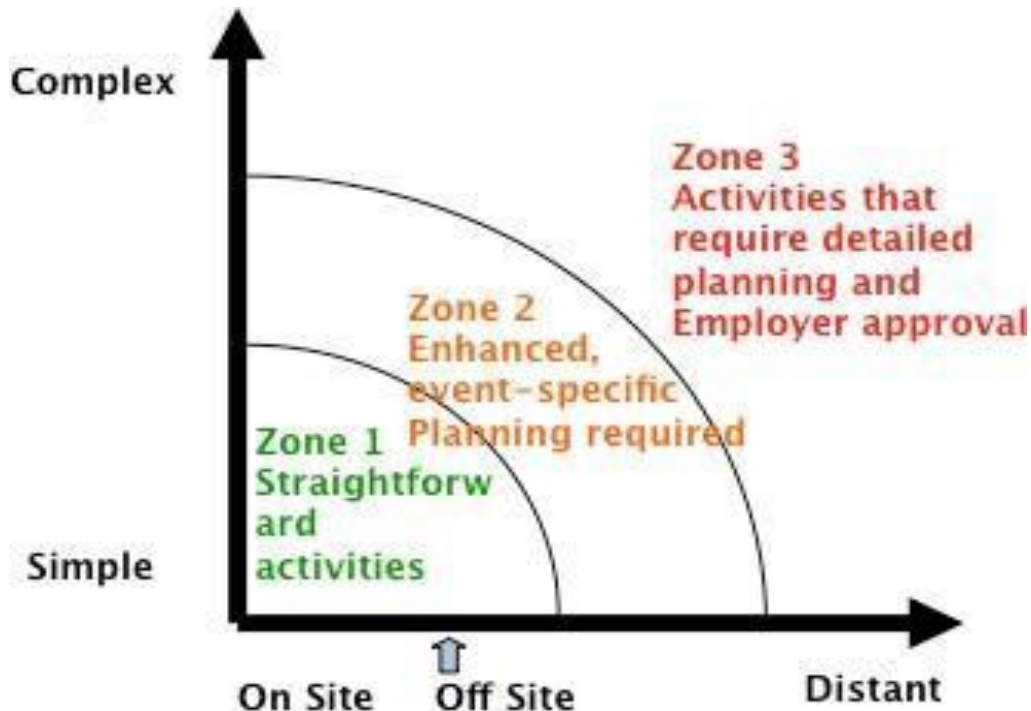
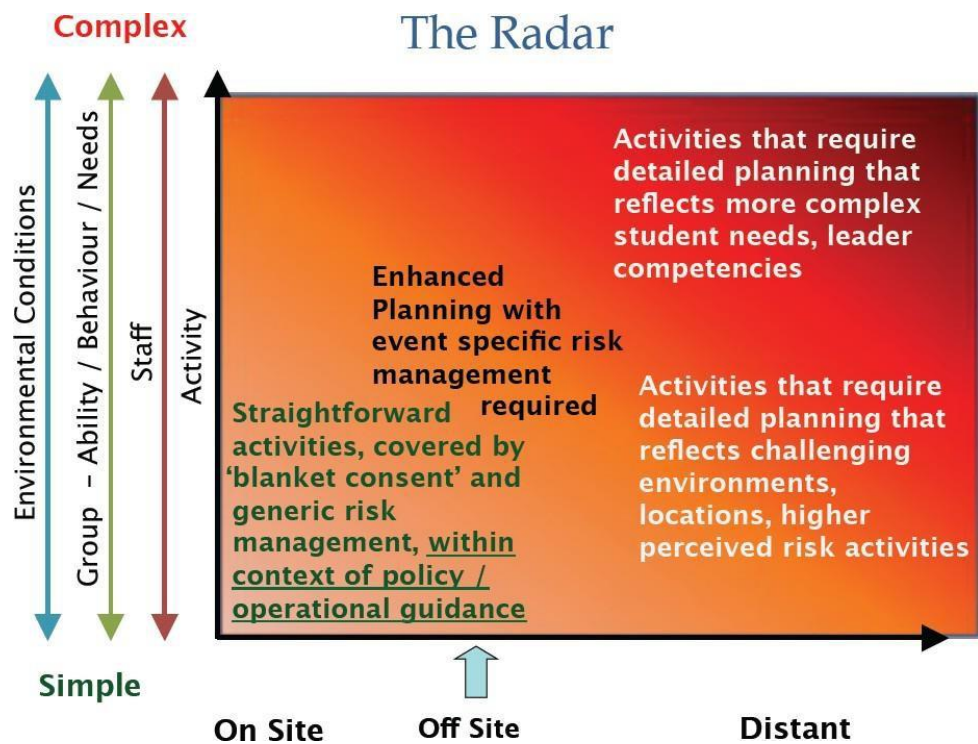
5. Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff who want to lead adventure activities and the adviser will give advice.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

6. Procedures



Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

Zone 2

'Normal Visits'

These visits are the majority of this schools visits. There will be aspects of complexity that require careful planning. All visits are required to be planned, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

Zone 1

Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are those trips that are on the local community that do not require transport and are carried out regularly, for example, walking to the local church, fields and community centre.

7. Specific Advice

7.1 Risk Management

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve

www.oeapng.info/downloads/download-info/4-3c-risk-management/

7.2 Parental Consent

This school follows the advice on consent and does not require consent for visits that take place during the school day. Full information must be given to parents/ carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

<http://oeapng.info/downloads/download-info/4-3d-consent/>

7.3 Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

7.4 Behaviour and Inclusion

The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/>

7.5 Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

<http://oeapng.info/downloads/download-info/4-4h-preliminary-visits-and-provider-assurances/> External Providers

Cambridgeshire endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form. <http://oeapng.info/downloads/download-info/8p-provider-questionnaire/>

7.6 Adventure Providers Assurances

An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

7.7 Emergency Procedures

This policy integrates into the School Emergency plan which addresses all critical incidents.

All staff on a visit carry a copy of the emergency contact card (from CCC) and have access to the following guidance. <http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

<http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>

7.8 Transport

National Guidance contains full information for cars, minibuses and public transport.

For transport requests for this school please ensure that you request and book transport 4 weeks in advance.

7.9 Evaluation

Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

7.10 Insurance

All visits should be covered by the County Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact Louise.torrance@cambridgeshire.gov.uk to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed

7.11 Finance

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that can't afford a visit.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

For advice and support, please contact the Outdoor Education adviser,
Outdoor.education@cambridgeshire.gov.uk

Phone 01480 379677

8. Finance

Terms and conditions for payments are detailed below.

8.1 Day trips and visits from third parties to school requiring payments

All day trips, which require payment, should be paid in full prior to the trip commencement. Should a child be ill on the day of the trip and unable to attend, we will be unable to provide a refund.

The school will not refund payments should the date of trip or visit be amended.

8.2 Residential Trips

All residential trips deposits are non- refundable. The outstanding balance will have to paid by the date agreed on the schedule.

If a child changes their mind regarding attendance, the deposit will not be refunded and any further refund will be determined by the amount of money which the school are able to recoup from the company running the event.

Should a child be ill on the day of the trip and unable to attend, we will be unable to provide a refund.

The school will not refund payments should the date of trip or visit be amended.

9. Monitoring arrangements

This policy and information report will be reviewed by FGB every 3 years. It will also be updated if any changes to the information are made during the year.

10. Links with other policies and documents

This policy links to our policies on:

Health and Safety, Equality and Diversity and keeping Children Safe in Education

Appendix 1 Assessment Forms

Trip Destination / Activities	
Trip Date / Leader	

Specific outcomes	Generic benefits
Why are you arranging the trip, what are the academic objectives.	Consider what benefits the children would get from the visit or trip.

At Bushmead when arranging a trip in the local community the following guidelines have been agreed to ensure that risks are managed and controlled:

Actions before leaving school site	Actions for time off school site
<ul style="list-style-type: none"> - Staff will inform the office and Head Teacher as they leave school. - Names of all individual on the visit will be carried by the trip leader and left with school office and leave estimated time of return - Staff will carry a mobile phone and have school contact details with them - The route will have been discussed with all adults on the trip - A first aid kit and first aider will be included on the trip with any medication (e.g. inhalers) - All adults will have been briefed on the route and the "Actions for time off school site" (opposite) 	<ul style="list-style-type: none"> - Whilst walking children will walk in pairs - Adults will be equally spaced throughout the line, walking on the path between the road and children - Recognised footpaths will be used - Appropriate clothing and footwear will be worn - Maintain awareness of public, animals and hazards - Regular head counts taken

In addition to these agreed measures, the following specific considerations have been assessed for this trip:

Risks	Control measures

Trip Organiser _____ Dated _____

EVC _____ Dated _____

Child to adult ratios and special considerations:

Number of children and age group	Names and role of adults	Specific considerations
		e.g. Children with specific needs

Post visit review:

Post visit review notes	Recommendations for future similar trips
Include and near misses that occurred	

Minibus Trip Risk Benefit Assessment for Zone 2 and 3 Activities

Trip Destination / Activities	
Trip Date / Leader	

Specific outcomes	Generic benefits
Why are you arranging the trip, what are the academic objectives.	Consider what benefits the children would get from the visit or trip.

Specific activity	Possible problems / issues What are the risks with this activity	Probable benefits Why do you want to do the activity	Control measures Reasonable and practical steps to avoid or reduce problems / issues	Decision / Comments / Actions Are the control measures sufficient
See reverse for statutory agreed guidelines				

Organiser _____ Dated _____

EVC _____ Dated _____

Head _____ Dated _____

Minibus Trip Risk Benefit Assessment for Zone 2 and 3 Activities

At Bushmead when arranging a trip the following guidelines have been agreed to ensure that risks managed and controlled:

Actions before leaving school site	Actions for time off school site
<ul style="list-style-type: none"> - Staff will sign out as they leave school - Names of all individual in the visit will be taken by the visit leader and left with school office and leave estimated time of return - Staff will carry a mobile phone and have school contact details with them - The route will have been discussed with all adults on the trip - A first aid kit and first aider will be included on the trip - All adults will have been briefed on the route and the "Actions for time off school site" (opposite) 	<ul style="list-style-type: none"> - Whilst walking children will walk in pairs - Adults will be equally spaced throughout the line, walking on the path between the road and children - Recognised footpaths will be used - Regular head counts taken throughout length of visit - Appropriate clothing and footwear will be worn

Child to adult ratios and special considerations

Number of children and age group	Names and role of adults	Specific considerations
		e.g. Children with specific needs

Post visit review notes

Details of any accidents or near misses	Recommendations for future similar trips

Minibus Trip Risk Benefit Assessment for Zone 2 and 3 Activities

Trip Destination / Activities	
Trip Date / Leader	

Specific outcomes	Generic benefits
Why are you arranging the trip, what are the academic objectives.	Consider what benefits the children would get from the visit or trip.

Specific activity	Possible problems / issues What are the risks with this activity	Probable benefits Why do you want to do the activity	Control measures Reasonable and practical steps to avoid or reduce problems / issues	Decision / Comments / Actions Are the control measures sufficient
See reverse for statutory agreed guidelines				

Organiser _____ Dated _____

EVC _____ Dated _____

Head _____ Dated _____

Minibus Trip Risk Benefit Assessment for Zone 2 and 3

At Bushmead when arranging a trip using the minibus the following guidelines have been agreed to ensure that risks are managed and controlled.

Actions before leaving school site	Actions for time off school site
<ul style="list-style-type: none"> - Staff will sign out as they leave school - Names of all children and details of medical conditions will be taken by the visit leader with a list of children left with school office along with estimated time of return - Staff will carry a mobile phone and have school contact details with them - The route will have been discussed with all adults on the trip - A first aid kit and first aider will be included on the trip - All adults will have been briefed on the route and the "Actions for time off school site" (opposite) 	<ul style="list-style-type: none"> - Whilst walking children will walk in pairs - Adults will be equally spaced throughout the line, walking on the path between the road and children - Recognised footpaths will be used - Regular head counts taken throughout length of visit - Appropriate clothing and footwear will be worn
Minibus specific actions before leaving school site	Minibus specific actions whilst off site
<ul style="list-style-type: none"> - Minibus checks to be completed in accordance with school policy - Driver to have a clear route worked out. If Sat Nav is used it is to be securely located in a position that enables driver focus to remain on the road - Driver to be familiar with the procedure in event of breakdown - DRIVER is to ensure all chdn have the seatbelts securely fastened - Sick bucket to be available 	<ul style="list-style-type: none"> - Ensure a second adult is continually checking that children are sat down, facing forwards with their seatbelt fastened correctly - Driver to remain focused on driving at all times and not to interact with the children. Second adult is to manage any behaviour

Child to adult ratios and special considerations

Number of children and age group	Names and role of adults	Specific considerations
		e.g. Children with specific needs

Post visit review notes

Details of any accidents or near misses	Recommendations for future similar trips

Version:	3	
Written by:	Steve Down	Date: May 2023
Last reviewed by governors:	Summer 2 2023	
Next review due by:	Summer 2 2026	