

**Newburgh**  
Primary School

## **Educational Visits Policy and Procedures**

Prepared by:	Janice Simpkins
Ratified:	May 2022

Establishment type	Primary School
Name of establishment	Newburgh Primary School
Who is employer	Warwickshire County Council
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	Janice Simpkins
Date Trained	
Policy agreed	May 2022
Signed off by	Governing Body
To be reviewed	May 2025
Other Policies Related	Safeguarding / child protection. Staff code of conduct Equality and Diversity Policy Good relationships and Behaviour policy Accessibility Plan Charging and remissions policy, Health and safety arrangements Guidance on photographic images policy DfE H&S advice on legal duties & powers November 2018
Other Paperwork Attached (appendix)	Simplified guidelines to follow when booking a trip  Signing-out sheet for ad-hoc activities in the school locality – <b>Now use 'Local Area Activity' option on EVOLVE to record and audit all local visits</b>  Exemplar letter for parental consent for trips Excel spreadsheet to work out costings

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# 1 Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Newburgh Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this 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.)* see website link : [www.oeapng.info/](http://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 Newburgh 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 Visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits including Local Area Visits.

The Governors have adopted a charging and remissions policy:

[www.oeapng.info](http://www.oeapng.info) 3.2c-Charges-for-off-site-activity-final

#### **4.2 The Headteacher or EVC**

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

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 with transport	Yes and formal approval by	EVC / Head
Local Area Visit	Yes and verbal approval by	EVC / Head

## **5 Choosing a provider**

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

[www.oeapng.info/](http://www.oeapng.info/) 4.4f 4.4g and 4.4h- Note the need to check on insurance / Ts & Cs / LOtCQB etc.

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

## **6 Parental Consent :**

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

When to get consent from parents:

Parents are informed of the off-site visit via a letter which asks for the parent to fill in a digital consent form.

Parents give consent for Local area visits when they join the school and therefore are informed of a local area visit via digital communication.

## 7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES- **when completed add to evolve**

Complete Visit leader checklist :

[www.oeapng.info](http://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.** For Risk Assessment guidance see [www.oeapng.info](http://www.oeapng.info) 4.3g Risk Management

**All risk assessment must be added to evolve before the HT can approve the visit.**

### 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 **ensuring you are still meeting your risk assessment ratios** (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 into school where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or carer.

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 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. All trips are paid for via eschool.
- Some visits may incur vast amounts of money (example residential trips for 80 students £90,000)

A formal approval from the Head and School Business Manager must be sought before deposits are paid for any trip.

### Providers

Be clear of the Ts & Cs and check with your provider what exactly you are paying for, what are the cancellation conditions, is there any financial protection, etc.

## 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.

Check on the cover for any pandemic issues before or during your visit. Are you covered?

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](http://www.oeapng.info) 4.3d-Parental-Consent

### Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: Department of Education Risk Protection Arrangements.

## 11 Transport

### See School Transport Policy -

Also see guidance from OEAP NG -

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 leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- 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 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](http://www.oeapng.info) site  
To access the most current advice/guidance. Use the keyword search to locate any document.

**Guidelines for booking a trip to be read in conjunction with national guidance found on evolve  
([www.oeapng.info](http://www.oeapng.info))**

<b><u>Booking a provider</u></b>	<ul style="list-style-type: none"> <li>• Discuss the trip and provider with the HT/EVC.</li> <li>• Book the provider a minimum of 4 weeks before the visit. Decide who will be the visit leader and inform the office and EVC.</li> <li>• Decide on the number of children and adults who will be required for the visit. Take account of ratios for the age range and children who require 1:1 supervision. (Ratios Reception 1:6, Year 1-3 a ratio of 1:6, Years 4-6 ratio of 1:10) Take into account the place you are visiting.</li> <li>• Obtain a full quotation for child and adult costs (please ask for the price <b>excluding</b> VAT)</li> <li>• Forward the full quotation marked Y? TRIP to the admin team <a href="mailto:admin2325@welearn365.com">admin2325@welearn365.com</a> who will provide you with a purchase order reference. Once you have this you can finalise the booking with the venue by providing the reference to them. Using purchase order numbers is good financial management and always saves time in the long run. <i>It is recommended that at the same time as booking the venue you consider any coach requirements.</i></li> </ul>
<b><u>Booking the coach</u></b>	<ul style="list-style-type: none"> <li>• Please email your coach requirements to <a href="mailto:admin2325@welearn365.com">admin2325@welearn365.com</a>.</li> <li>• The information they will need is: number of people, venue, special requirements e.g toilet or luggage space. The time you want to <b><u>leave school</u></b> and the time you would like to <b><u>return to school</u></b>.</li> </ul> <p><i>It is recommended that at the same time as booking the coach you consider any venue requirements.</i></p>
<b><u>Costings</u></b>	<ul style="list-style-type: none"> <li>• Please use the spreadsheet provided to assist you with accurate pricing for your trip. If you have any questions about this please speak to the Business manager. It is far easier to price a trip accurately in advance then to decide on a price you want to charge and work backwards.</li> <li>• If you are using PTA funding or any other funding to subsidise your trip, this must be decided when pricing the trip.</li> <li>• For costing purposes, any child in receipt of free school meals does not pay for their school trip. Although they are given the opportunity to pay online as some parents do so despite not being required to.</li> </ul>
<b><u>Letter</u></b>	<ul style="list-style-type: none"> <li>• Write a letter for the parents using the exemplar letters provided. This letter will need to be adjusted to meet your requirements and is intended as a guide only so that we can be more consistent in our communication across school.</li> <li>• Please ensure you have carefully considered any special arrangements, lunches and whether helpers are required so that parents clearly understand what is expected.</li> <li>• Send this letter to the office <a href="mailto:admin2325@welearn365.com">admin2325@welearn365.com</a> who will send the letter out to parents and add the letterhead for the school and the digital reply form.</li> </ul>
<b><u>Evolve</u></b>	<ul style="list-style-type: none"> <li>• The visit leader must fill in the necessary paperwork for the trip using Evolve. This is an electronic system where we collate information about the trip.</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="https://evolve.edufocus.co.uk/evco10/unknown.asp">https://evolve.edufocus.co.uk/evco10/unknown.asp</a></li> <li>• This will need to be sent to the Headteacher 2 weeks before the trip.</li> </ul>
<b><u>Final Preparation</u></b>	<p><b><u>One week before:</u></b></p> <ul style="list-style-type: none"> <li>• Make sure that all children have consent, lunches ordered and payment has been received. Please speak the office and for an update.</li> <li>• All trip information can be found in the office.</li> <li>• If helpers have been asked for please ensure that anyone who has offered has been clearly told if they are needed via eSchools. Please email <a href="mailto:admin2325@welearn365.com">admin2325@welearn365.com</a> with a list of the parents who need contacting.</li> </ul> <p><i>Please do not take the file out of the office without letting a member of the team know first.</i></p> <p><b><u>Day before:</u></b></p> <ul style="list-style-type: none"> <li>• Print out confidential sheets to give to parents to sign, risk assessment and agenda for the day for all helpers.</li> <li>• Collect sick buckets, first aid kits, tabards, and school rucksacks if necessary</li> <li>• Collect registers, class inhalers and any other medical information/medications e.g. epipens, antihistamines etc, that may be held in the office medical cabinet.</li> <li>• If the trip is leaving before 8.30am please agree collection arrangements with the office the day before.</li> <li>• Notify the office where you would like helpers to meet, e.g. wait at the office or come to classroom.</li> </ul> <p><b><u>Day of the trip</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all helpers sign the confidentiality sheet.</li> <li>• Collect school lunches.</li> <li>• Ensure the school office is aware of all attendance details. All absences must be clarified prior to leaving school.</li> <li>• After reaching the venue and settling, please contact the Head to give an update.</li> <li>• If the coach is delayed when returning to school and may return unexpectedly after 3.15pm, please notify the office as soon as possible so a message can be sent via eSchools.</li> </ul>
<b><u>After the trip</u></b>	<ul style="list-style-type: none"> <li>• Ensure any accident slips recorded are sent home in the usual manner.</li> <li>• Return sick buckets and first aid kits.</li> <li>• Return all inhalers to the classroom and medication to the office.</li> <li>• Any additional medication forms on the day are to be filed in the child's record, please give to the office.</li> <li>• File all confidentiality forms with the school trip records in the office.</li> <li>• Pass any receipts or invoices to the office for payment.</li> </ul>

## Extended Learning Locality (Local Area Visit)

### Local Learning Area *(Blue text COVID related)*

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 EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. However we would inform parents that we are taking children out on a local area visit.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

#### Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Shakespeare shops and Post box
- Aylesford Secondary second entrance

#### Operating Procedure for Local Learning Area

**The following are potentially significant issues/hazards within our Local Learning Area:**

- Road traffic.
- Other people
  - [social distancing](#)
  - members of the public
  - animals.
  - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Busy main road into Warwick

**These are managed by a combination of the following:**

- The Head, **or EVC** must give verbal approval before a group leaves on a local area visit and be informed before the visit takes place.
- 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, and a synopsis is in the School Prospectus.
- [Regular handwashing or regular hand sanitising is in place](#)

- Students 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
- There will **always** be a minimum of two adults.
- 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. *For primary schools this is easy to do with some simple road markings in the playground.*
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *Normally asking the child to stand still and wait in the same area will mean it is easiest for the adult to re-locate the child.*
- 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 carry or ensure children have the medication required before leaving the premises.
- Staff will record the activity on EVOLVE (Local Area Visit module) and leave the school locality sheet in the office.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

### **IMPORTANT**

- *When crossing Shakespeare Avenue, care must be taken to ensure the children can cross to the next pavement.*
- *Crossing the road must always be between 2 members of staff who are aware of the road conditions.*
- *Pupils must be informed that they are not allowed to use the vending machines at St Nicholas' Leisure Centre.*

## Locality map:



**Signing-out sheet for 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

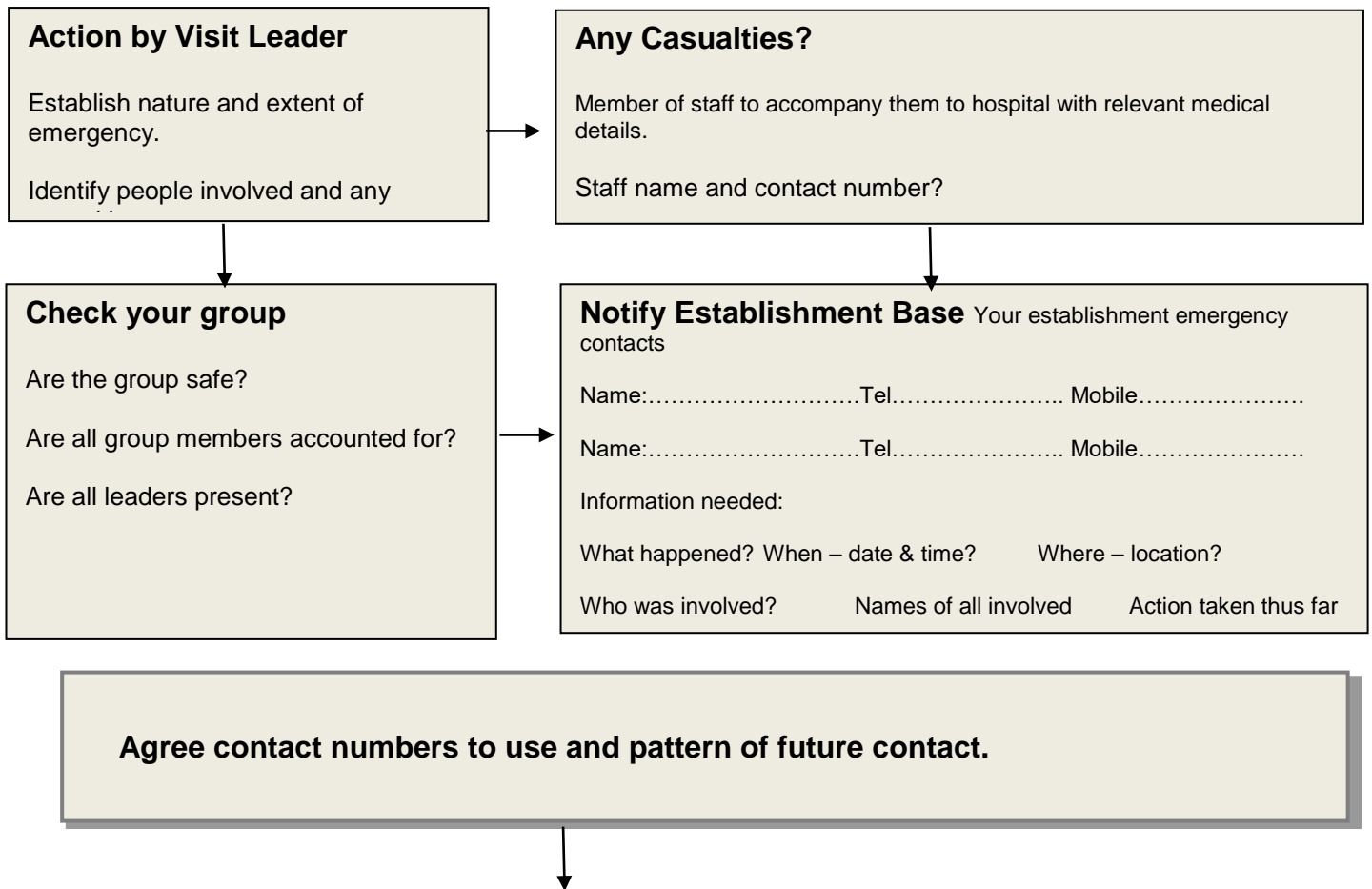
This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

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

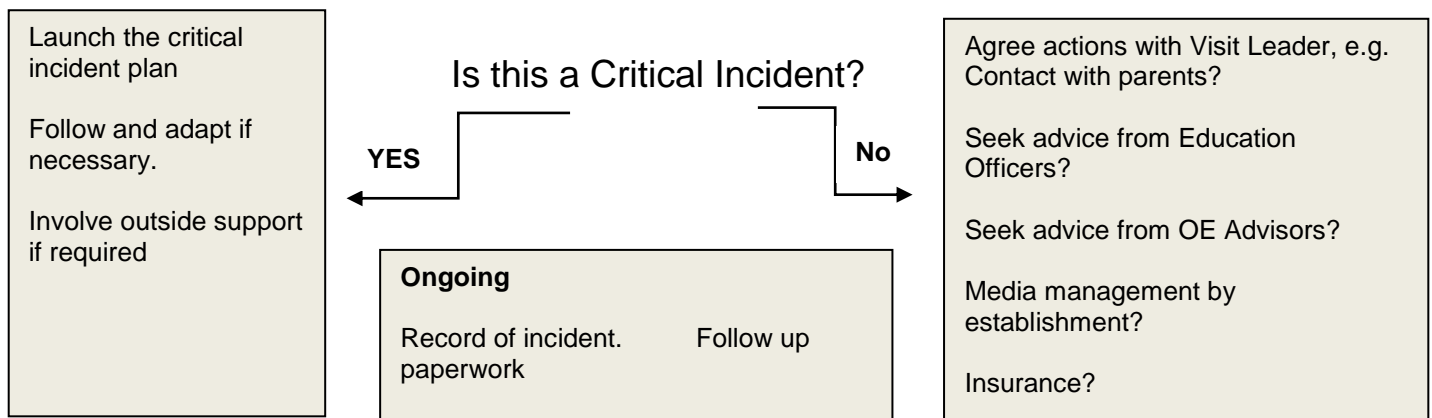


## Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment





DATE OF LETTER

**Year X Educational Visit - NAME OF VENUE**

Dear Parents,

Year **X** will be visiting **NAME OF VENUE** on **DATE**.

This will be an important experience as part of our “**NAME OF TOPIC**” topic. The children will be learning about **INSERT TEXT HERE**.

The cost for the visit is £**XX.XX** for each child, *which is being subsidised by the **PTA** (or note other funding) (or delete if not applicable)*. Please return the reply slip to school as soon as possible and make payment by ParentPay by **INSERT DATE** at the latest.

We would be most grateful if you could please use the Microsoft Forms link below to give permission for your child to attend this educational visit. Please also use this link to advise us if you would like to order a packed lunch (cheese/ham/tuna), or whether you will provide a packed lunch from home. *(speak to the admin team who can arrange for a Microsoft forms link to be sent home)*

**Important information:**

Uniform:	Specify what uniform is required
Lunches:	E.g please order a lunch on the reply slip below OR lunch arrangements will be as usual in school.
Medial information/medication:	Please ensure all school records are up to date. Prescribed medication can be given during the trip, please hand it to a teacher in a clear plastic bag, complete with all prescribing instructions (e.g pharmacist label). A permission form can be obtained from the office in advance.
Special Arrangements:	E.g early departure/late return, snacks, rucksacks, hats suncream, wellies

Children will not need any money to spend.

**VOLUNTEERS (DELETE IF NOT APPROPRIATE)**

On this occasion we would be very grateful for some volunteers to help with this visit. Please indicate on the slip below if you are able to help. We will contact you by **INSERT DATE** via eSchools to inform you whether we will require your assistance on this occasion.

If you have any queries regarding this visit, please do not hesitate to speak to us at the end of the school day or contact us via email [admin2325@welearn365.com](mailto:admin2325@welearn365.com).

Yours sincerely

**INSERT TRIP LEADER NAMES**

School trip calculator

[School trip calculation sheet updated May 22.xlsx](#)