

# BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

## SCHOOL VISITS POLICY



***'Growing together in faith, love and trust, we will succeed.'***

*And we know that God causes everything to work together for the good of those who love God and are called according to his purpose for them. Romans 8 v28*

*At Bentley St Paul's, we encourage and support children in achieving their full intellectual, spiritual, physical, social and emotional potential. In a welcoming and caring community founded upon Christian values, we strive to develop happy, confident and independent children, inspiring them to be life-long learners.*

*Date: January 2025*

*Review date: January 2027*

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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 Bentley St Paul's C of E Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*

see website link : [www.oeapng.info/](http://www.oeapng.info/)

- The remaining parts should be referred to as and when guidance is sought.

**NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2. Reasons for Visit

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 Bentley St Paul's C of E 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;
- Computing – 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.**

## 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 Safeguarding Governor checks any visit involving an Overnight stay or Overseas to ensure the Head teacher / EVC has correctly followed the school guidance. The Governors delegate the Head teacher / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

### 4.2 The Head teacher or EVC:

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.

- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

For local trips, paper or electronic submission is acceptable, while for residential visits and adventurous activities the school use an electronic submission process, EVOLVE, to log, audit, approve the following:

Overseas	yes	and formal approval by	EVC	Head	LA
Residential	yes	and formal approval by	EVC	Head	LA
Adventurous	yes	and formal approval by	EVC	Head	LA
Local approved	yes/no	and formal approval by	EVC		

## 5. Choosing a Provider

After considering the reasons for the visit, the visit leader should check out the provider.  
<https://oeapng.info/4.4h-Preliminary-visits-and-provider-assurances>

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

## 6. Parental Consent

OEAP National Guidance Document  
<https://oeapng.info/4.3d-Parental-Consent>

This guidance reflects the DfE guidance with particular note were consent is NOT required:

### Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

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

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

## 7. Visits and Staffing

### CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

<https://oeapng.info/3.3e-Visit-Leader-Check-List>

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head teacher 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 [https://oeapng.info/4.3g Risk Management](https://oeapng.info/4.3g-Risk-Management)

Appendix 1 and 2 Risk Assessment.

## 8. The Visit

### 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

### 8.2 During the visit

Young Children must be kept in escort's group at all times.

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.)

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

### 8.3 On return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

## 9. Financing the Visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Payments are made to online payment system.
- Some visits may incur vast amounts of money (example residential trip for 30 students £9,000)
- A formal approval from the SLT / School Finance Manager 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  
<https://oeapng.info/> 4.3d-Parental-Consent

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

### **Insurance Provision**

Teachers should be aware of the school provision for insurance.  
See: Copy schedule of School Insurance for off-site visits.

## 11. Transport

See School Transport Policy

Also see guidance from OEAP NG -  
<https://oeapng.info/> 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## 12. Emergency/Critical Incident Procedures

See OEAP National Guidance document:  
<https://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.

## Appendix 3 Emergency Procedure Action Plan

### 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.

### 14. Additional Guidance

- All children should be offered the opportunity of an educational visit at least twice during the year. Special care should be taken to ensure that pupils with a disability can be included alongside their able bodied peers.
- Trips being undertaken by the school and organised by its staff should make certain that they conform to common health and safety procedures to ensure that students and staff are put at minimum risk.
- The cost of the trip, its relevance and number of trips undertaken during the year must be taken into consideration.
- All visits must conform to the authority guidelines as approved by the Governors.
- The EVC / Head Teacher must be made aware of all visits and their approval sought prior to booking.
- A simple record of visits will be kept by the party leader and a copy given to the office, including a register of those attending, on the day of the trip.
- A deputy leader will be nominated to take over in the absence of the party leader.
- Residential visits will be offered to all children in years 4 and 6 and a meeting for parents will be held prior to the trip taking place.
- Parents accompanying trips (including residential) must be on the current school DBS register where they will be expected to supervise a group of children away from the class teacher. They must be made aware of the rules they need to follow to ensure the smooth running of the trip.

- Parent helpers on the volunteer register may accompany trips (without being DBS checked) providing the whole class stays together e.g. on a theatre trip
- A risk assessment must be completed prior to the visit taking place which also takes into consideration the benefits of the visit. This is to be submitted to the EVC for approval. Once signed, a copy must be kept in the risk assessment file.
- Residential visits require an online risk assessment which must be approved by the Essex LEA. (If the person in charge of the trip has been before and the same place is being visited then the EVC can approve the residential visit)
- A nominated person in charge must be stated for each visit.
- Pupils will be informed in advance of expected behaviour, appropriate dress and timings of the trip.
- Consent forms must be signed prior to the trip in order for pupils to take part.
- All medical needs must have been considered and planned for. These are to be detailed on the risk assessment.
- Contact details, including up to date mobile numbers, must be exchanged between the office staff, SLT (e.g. in the case of a trip returning after school hours) and the party leader.
- Texting, email or the 'telephone tree' will be used to advise parents of any unexpected delay or changes (e.g. stuck in traffic, coach breakdown, someone being taken ill).

### **Planning A Visit:**

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.
- Before confirming a booking, the school diary must be checked to avoid dates clashing.
- Once the date is confirmed, remember to log it in the school diary.
- Complete the risk assessment form in plenty of time prior to the trip and upload to EVOLVE for the EVC and Head Teacher to approval. N.B. A risk assessment form must always be completed, even if the same trip has taken place on a previous occasion to take account of changes in circumstances (e.g. pupils' medical needs)
- Complete the trips form and give to the designated member of office staff in order for the coach to be booked and a letter to be drafted to parents.
- Take the protocols of children with specific medical needs with you on the day of the trip.

- Take the class first aid kit, medication required by individual pupils and the sick bucket.
- On the coach all pupils must wear the seat belt provided and a teacher will check all pupils have secured the seatbelt correctly.
- Pupils must remain seated.
- Ensure the coach aisles are not blocked.

#### **Travelling by private car:**

- Complete a parental transport form and give to the office at the time of booking your trip. (appendix 3b)
- Pupils who travel by car must use a car seat where appropriate (i.e. according to height of child -135cm/ 4 foot 5 inches) and wear a seatbelt.
- Parents must give the office a copy of their insurance (must be for business use), current M.O.T. and driving licence prior to transporting children.
- A record of the above will be retained in the office and updated annually.

#### **Ratios:**

- When considering ratios, bear in mind that there are no statutory guidelines (as stated by Essex on EVC Update course (Jan. 2013) Current advice from Essex LEA when planning a visit, each school must take into consideration, the nature of the visit, the individual needs of the pupils, any guidelines issued by the place to be visited.
- As general guidelines, the following ratio of adults to children should be used:
 

Nursery and Early Years, visits off-site may be as low as:	1:2
Key Stage One, visits off-site on foot:	1:8
Key Stage One, visits off site involving public transport:	1:6
Key Stage Two, visits off-site on foot:	1:15
Key Stage Two, visits off-site involving public transport:	1:10

N.B. Children with statements must have their own adult who is trained to deal with their specific needs.

#### **Statutory Guidance:**


Essex has adopted 'The national Guidance for Outdoor Education' as from January 2013. (this replaces The Code of Practice 28) See website <http://oeapng.info> for details and use for extra guidance. As a voluntary aided school our governors have formally adopted this. We have to adhere to this by law.

Under statutory guidance which came into effect on 1st April 2000, all schools are required to have a named Educational Visits Coordinator (EVC), who will be available to assist with the planning of all visits and adventurous activities to ensure they meet DfES requirements and LEA guidelines.

# APPENDIX 1 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. *Original to be used can be found on TEAMS*

 <p><b>Bentley St Paul's C of E Primary School</b></p>	Educational Visit Venue:		<p>Please review and edit the Risk Assessment as required. Then 'Save' the document so you can attach to EVOLVE and for future use.</p> <p>For Specific Guidance see: <a href="http://www.oeapng.info">www.oeapng.info</a></p>
	Purpose of Visit:		
	Date and Duration of Visit:		
	Departure Time		
	Return Time		
	Means of Transport		
	Cost of Visit		
<b>RISK ASSESSMENT (Focus on the things over which you have control)</b>			
<b>Staff lead:</b>	<b>Other Staff Attending:</b>	<b>Helpers Attending:</b>	
<b>Risk assessment carried out by: Name(s):</b>		<b>Position(s):</b>	<b>Date reviewed:</b>
<p><b>Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions below, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".</b></p>			
<p><b>Issue</b></p> <p>Consider SAGE: Staff – Activity – Group – Environment</p>	<p><b>How to Manage it</b></p>	<p><b>Who will it affect?</b></p>	<p><b>Risk Rating H,M,L</b></p>
<p>Additional hazards? Please edit and add other Issues and how to manage them.</p>			

## APPENDIX 2 Educational Visit Request Form



# Bentley St Paul's C of E Primary School

### Educational Visit Request Form

To be completed by Teacher/staff member			
Teacher/Staff member			Class/Group:
Purpose of Visit/ Related topic			
Venue			
Suggested Dates in order of preference			
Length of visit (AM/PM/Whole day)			
Number of Children			
Number of Adults and names			
SEND children			
PPG children			
Workshop required? (name)			
Shop visit required?			
Transport required?			
Signed Class Teacher/staff			
To be completed by office			
Cost per child			
Top up Funding? LP to agree			
Authorised by HT			

**Please now log on to Evolve and complete Risk Assessment.**

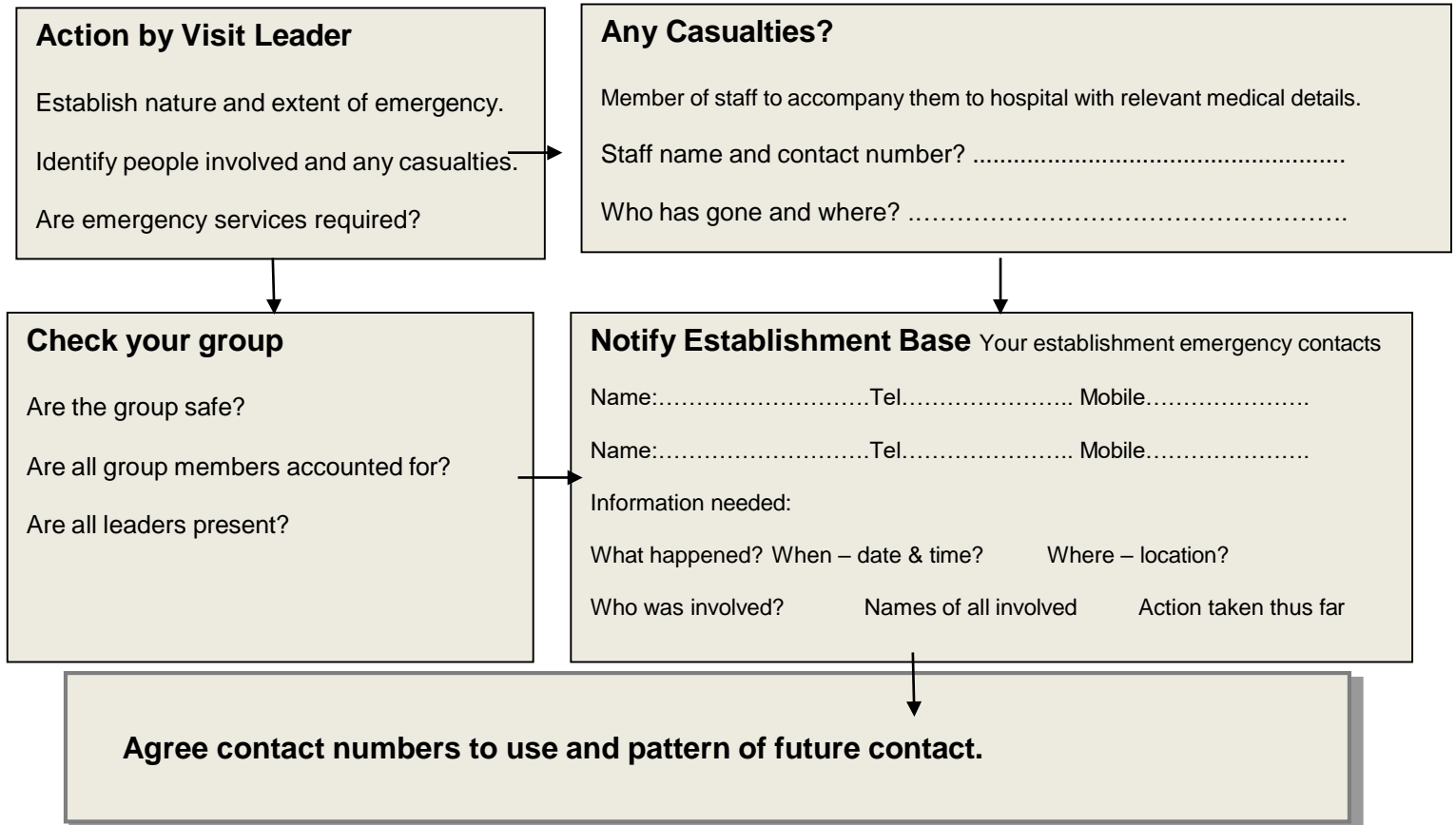
***Growing together in faith, love and trust, we will succeed.***

*And we know that God causes everything to work together for the good of those who love God and are called according to his purpose for them. Romans 8 v28*

# APPENDIX 3

## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment

