

EDUCATIONAL VISITS

POLICY

Date Adopted:

December 2023

Prepared by:

**Educational Visits
Coordinator**

Approved by:

Principal

Next Review:

December 2024



1. Introduction

- 1.1 Sandringham Primary School believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Sandringham Primary School a supportive and effective learning environment.
- 1.2 The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:
- Improvements in their ability to cope with change.
 - Increased critical curiosity and resilience.
 - Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
 - Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
 - Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
 - Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
 - Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
 - Greater sense of personal responsibility.
 - Possibilities for genuine team working including enhanced communication skills.
 - Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
 - Improved awareness and knowledge of the importance and practices of sustainability.
 - Physical skill acquisition and the development of a fit and healthy lifestyle.

2. Policy

- 2.1 Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.
- 2.2 All staff are required to plan and carry out visits in line with this policy, DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.
- 2.3 In addition to this Educational Visits Policy, Sandringham Primary School:
- adopts the Local Authority's (LA) document: 'Educational Off-site Visits and Adventurous Activities Guidance' which is written with reference to OEAP National Guidance.
 - uses 'Exeant', a web-based planning, notification, approval, monitoring and communication system for off-site activities.

2.4 Visits planning will include an assessment of risks involved in undertaking the off-site activity. Risk assessment templates are available on the intranet.

3. Types of visit

- 3.1 There are three types of visit:
1. Category A: Routine local visits as covered by the 'Extended Learning Locality Statement' (see Appendix 1).

2. Category B: Day visits within the UK (outside of London) that do not involve an adventurous activity.
3. Category C: Visits to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity, and/or take place in a challenging environment.

4. Roles and responsibilities

Visit Leaders

- 4.1 Visit leaders are responsible for the planning of their visits, and for entering these on 'Exeant' (where required). Using the 'Exeant' system, they are to obtain initial approval for a visit from the EVC prior to formally planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

Educational Visits Coordinator

- 4.2 The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters. Initial approval requests for visits will go through to the EVC via the 'Exeant' system. At the point of initial approval the decision is made by the EVC as to whether the visit requires the approval of the Principal. The EVC is the main point of contact between the LA and the establishment with specific reference to the 'Exeant' system and is responsible for the management of the 'Exeant' system with regards granting access to the system for establishment staff. The EVC has responsibility for authorising Category A visits (via email) and Category B visits via 'Exeant'.

Principal

- 4.3 The Principal has responsibility for internally authorising Category C visits via 'Exeant'.

The Governing Body

- 4.4 The Governing Body's role is that of a 'critical friend'. It receives termly reports on the nature and type of educational visits.

The Local Authority

- 4.5 The Local Authority is responsible for the final recommendation (via 'Exeant') of all visits that are either overseas, residential, take place in a challenging environment (including London) and/or involve an adventurous activity for Local Authority maintained establishments. For establishments outside of Local Authority control, the LA acts in an advisory and consultative role providing guidance for such establishments.

5. Staff Competence

- 5.1 We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:
- a mentoring system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role;
 - supervision by senior staff on some educational visits;
 - support for staff to attend training courses relevant to their role, where necessary.
- 5.2 In deciding whether a member of staff is competent to be a visit leader, the Principal will take into account the following factors:
- relevant experience
 - previous relevant training
 - the prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
 - knowledge of the pupils, the venue, and the activities to be undertaken.

6. Approval

- 6.1 The approval process is as follows for each type of visit:
- 6.2 Category A - Local visits which involve transport purely by foot within the locality. The visit leader should seek permission from the EVC. These visits should not need to be entered onto the 'Exeant' system as our establishment uses an 'Extended Learning Locality Statement' (**Appendix 1**).
- 6.3 Category 'B' - Day visits within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment. These are entered onto 'Exeant' for initial approval by the EVC and must then be fully submitted to the EVC for checking and approval **at least 14 days** in advance.
- 6.4 Category 'C' - Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity (see LA guidance for definition of 'adventurous' and 'challenging environment') are checked by the EVC, and approved by the Principal, along with automatically being sent to the LA for approval or consultative guidance.

7. Emergency procedures

- 7.1 A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.
- 7.2 The school has an emergency plan in place to deal with a critical incident during a visit (see **Appendix 2**). All staff on visits are familiar with this plan. We test it at least bi-annually and following any major staffing changes.
- 7.3 When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

8. Educational Visits Checklist

- 8.1 Sandringham Primary School's Educational pre-visit checklist forms part of the risk management process for visits and off-site activities (see **Appendix 3**). This has been adapted from the LA's generic checklist.
- 8.2 Visit leaders should consider the checklist to support the planning process.

9. Parental Consent

- 9.1 The school obtains blanket consent when pupils start school for regular/routine activities that take place wholly within the 'normal' school day. Category A visits are covered by the 'Extended Learning Locality Statement' (**Appendix 1**).
- 9.2 Staff may inform parents/carers of Category A visits using a variety of means, eg website, text, newsletters or letter.
- 9.3 For Category B visits that are less routine, parents/carers must be fully informed of the arrangements and acknowledgement received from parent/carers that they have received the information regarding the visit via a reply slip.
- 9.4 Specific parental consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis.

10. Inclusion

- 10.1 All visits are planned in line with our Inclusion Policy and will comply with the Equality Act 2010.

11. Charging / funding for visits

- 11.1 Voluntary contributions are requested to cover the costs of some visits. All such requests will be made in accordance with our Finance and Charging policies.
- 11.2 Where the cost of a visit is met wholly or partly through voluntary contributions, sufficient time should be given for visits to be cancelled without any cost to the school should insufficient contributions be received.

12. Transport

- 12.1 When selecting appropriate transport providers (coach, taxi and minibus) for use as part of an off-site visit, we will seek assurances that transport providers are suitable and sufficient. We will access details of current providers who have met some pre-qualifying requirements from the Local Authority's Pupil Support and Passenger Transport Team to inform our decision.
- 12.2 We require that providers who are not listed with the Pupil Support and Passenger Transport Team complete a 'Coach Transport Assurance Form' so that we can assess their suitability.

Self-Drive Minibuses

- 12.3 We do not use self-drive minibuses.

Use of Staff or Volunteer Cars

- 12.4 Staff/volunteers must complete a private vehicle application and this must be approved by the EVC or Principal before transporting children in their own cars.

13. Insurance

- 13.1 We use the Local Authority's insurance for visits, including additional school journey insurance for overseas visits.

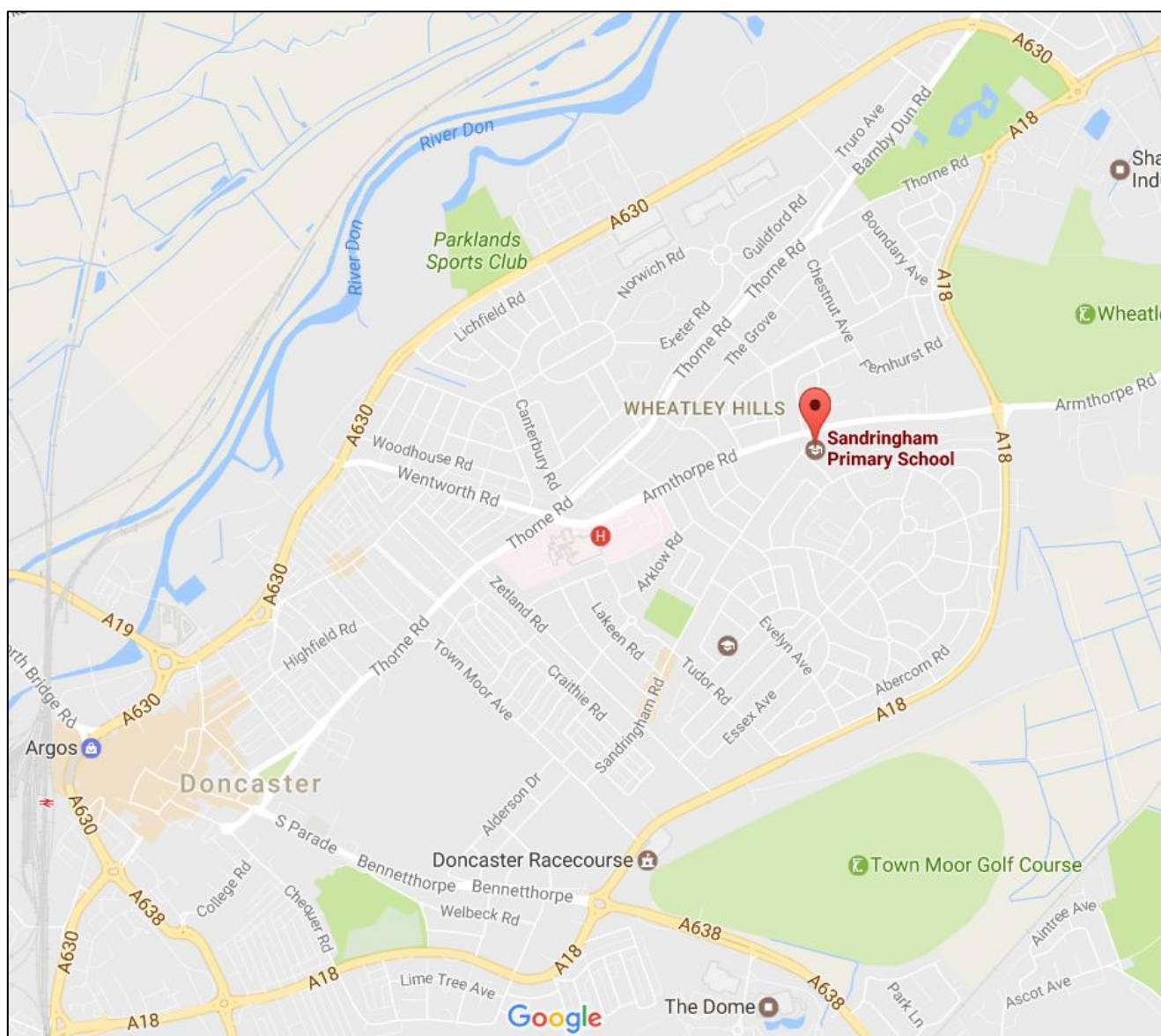
14. Other topics

Swimming

- 14.1 Swimming lessons will only take place at pools with adequate life-saving personnel and facilities. The school will contract qualified instructors to lead swimming tuition. Teachers and support staff may provide general support under the direction of the instructor.
- 14.2 Before any swimming takes place, teaching staff, supervisors, observers and pupils will be aware of what to do in an emergency. At regular intervals this emergency procedure will be practised. When pools are being used by more than one school, standardised emergency procedures will be established and practised at regular intervals.

APPENDIX 1 – EXTENDED LEARNING LOCALITY STATEMENT

Our Locality



In addition, the following specific venues are included within our local area (regardless of whether they fall outside of the above map):

- Sandringham Road
- The Dome
- Vue Cinema
- Ten Pin
- Sandall Beat Woods
- Frankie and Benny's
- Intake Library
- Swim Stars
- Sandringham Road and shops
- Schools within our Trust and pyramid, including Outwood Danum Academy
- Doncaster Museum
- Tesco Express
- The Salvation Army
- St George's Minster
- Gurdwara
- Deaf School
- Whitby's Fish and Chips
- Grove Park
- Sandall Park
- Pizza Express
- McDonalds
- Astrabound
- Thorne Dean Care Home
- Doncaster Gymnastics Academy (Kirk Sandall)
- Keepmoat Stadium
- Quest Park (Swim Stars)
- CAST

We use this 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 Exeant visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

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).
- Individual special educational needs, medical needs or behaviour needs.

These are managed by a combination of the following:

- The Visit Leader seek and the 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 'Extended Learning Locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in pairs or small groups as a minimum.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school or staff mobile will be taken with each group and the office have a note of the number or the visit.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).

APPENDIX 2 – EMERGENCY PROCEDURE

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. The nominated emergency contact will carry an 'Establishment Emergency Contact Action Plan – EECAP'.
4. For activities that take place during normal school hours, the visit leader will be aware of any relevant medical information for all participants, including staff.
5. For activities that take place outside normal school hours, the visit leader and the emergency contact/s will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
6. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
 - a) The visit leader will carry a 'Visit Leader Emergency Action Plan - VLEAP' and 'Phone Crib Card'
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

APPENDIX 3 – PRE-VISIT CHECKLIST

<input type="checkbox"/>	There is a clear objective, benefit and learning aim(s) to this visit.
<input type="checkbox"/>	All elements of this visit are suitable for the age, aptitude and experience of the all group members (young people and adults).
<input type="checkbox"/>	There is a definite leader who has the overall responsibility for this visit and has the experience and competence to fulfil the role of visit leader as determined by the establishment management team.
<input type="checkbox"/>	All adults on this visit are aware of their responsibilities and have the competence to fulfil them.
<input type="checkbox"/>	There is an appropriate and sufficient staff: participant supervision ratio (based upon the S.A.G.E.D. principle) with the capacity to cope and deal with any incident.
<input type="checkbox"/>	Emergency procedures will be taken on this visit (VLEAP and VBAP), with staff being aware of their contents, who the designated establishment emergency contact is and the means to communicate with the contact.
<input type="checkbox"/>	The designated establishment emergency contact is available for the duration of this visit and has access to all visit documentation (including the EECAP).
<input type="checkbox"/>	Parent/carers have been provided with appropriate information regarding this visit and appropriate consent has been obtained.
<input type="checkbox"/>	Staff on this visit are fully aware of any pre-existing issues/concerns involving behaviour, anxieties or medical conditions involving any member of the group (incl. adults) and appropriate control measures are in place.
<input type="checkbox"/>	Transport and activity providers are deemed to be suitable and sufficient and assurances have been sought through the CTAF and PAF or LOTC Quality Badge. Providers of adventurous activities hold a valid AALA licence.
<input type="checkbox"/>	The visit leader has prior knowledge of the venue(s) and providers being utilised.
<input type="checkbox"/>	Appropriate insurance cover is in place.
<input type="checkbox"/>	Appropriate first aid cover is in place for the duration of this visit.
<input type="checkbox"/>	The principles/procedures of safeguarding, accessibility and inclusion have been, and will be followed at all times.
<input type="checkbox"/>	Any charges or requests for monetary contributions are in accordance with sections 449 to 462 of the Education Act 1996.
<input type="checkbox"/>	There is a 'Plan B'.
<input type="checkbox"/>	The visit leader has access to contingency funds.
<input type="checkbox"/>	An assessment of risk has been undertaken for this visit with appropriate control measures being implemented which are documented on a risk assessment.
<input type="checkbox"/>	The risk assessment document is recorded either on the Exeant system or is part of the establishment Extended Learning Locality Statement.
<input type="checkbox"/>	All staff on this visit will be made fully aware of any documentation relating to this visit.
<input type="checkbox"/>	The weather forecast and environmental factors have been considered in the planning of the visit and any equipment, clothing and footwear used by participants is appropriate for the weather conditions and environment to be encountered.
<input type="checkbox"/>	The visit follows OEAP National Guidance and has been approved in-line with employer guidance.