

Review Date April 2026

Belmont CP School

Educational Visits Policy

This policy should be read in conjunction with the LCC/school policies:

- LCC Equality and Diversity Policy
- LCC Equality and Diversity in Employment
- LCC Gender Reassignment Guidance
- Child Protection and Safeguarding Policy
- SEND Policy
- Promoting Positive Behaviour Policy
- Medicines in School Policy

1. Introduction

This policy applies to all offsite visits involving pupils at Belmont school. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. Offsite visits are defined as events that involve pupils being away from the normal school sites, whilst in the care of Belmont School.

2. Policy and Guidance

This policy must be used in conjunction with the guidance found in the school's Standard Operating Procedures for Educational Visits as well as National Guidance (NG) published by the Outdoor Education Advisers' Panel (OEAP) found at <http://oeapng.info>.

3. Roles

The **Headteacher** is responsible for:

- Ensuring approval for visits is given, including liaising with the LA where appropriate
- Ensuring that the governing body is made aware of visits

The **EVC** is responsible for:

- Ensuring educational visits meet the employer's and school's requirements
- Assessing the competence of prospective leaders and staff
- Ensuring that risk assessment procedures meet requirements

The **Visit Leader** is responsible for overseeing the supervision of the visit, including direct responsibility for pupils' and staff's health, safety and welfare and must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policies and procedures
- Plan and prepare for the visit and assess the risks
- Complete the risk management plan

4. Procedural requirements

All offsite visits must be planned by the visit leader and approved according to the procedures laid out in the standard operating procedures.

5. Monitoring

The Headteacher is responsible for ensuring compliance with this policy and for the monitoring of visits organised by Belmont School. The EVC is often best placed to carry out routine monitoring.

6. Induction and training

The EVC is responsible for ensuring that all staff are trained to a suitable and sufficient level in the offsite visits procedures including the use of Evolve. New members of staff cannot act as a Visit Leader until they have accompanied at least one offsite visit in a deputising capacity and are deemed competent by the EVC.

7. Risk management

Visit Leaders must produce a risk management plan (RMP) for all visits and share it with all other adults on the visit. This may be a generic RMP, a specific RMP or a combination of the two.

8. Emergency procedures and incident reporting

- Follow Appendix 1 'Coping with Emergencies' of the Standard Operating Procedures booklet for Educational Visits.
- During the school day contact with school is via the school office. In the event of an emergency or out of hours the Headteacher (base contact) must be contacted. If you are unable to communicate with the base contact at school appropriate steps must be taken to address the situation.

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9. Inclusion

Educational Visits should be available to all pupils, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of the Equality Act 2010.

10. Insurance

Educational visits insurance is included within the buyback of insurances from the LEA. As part of the risk assessment when arranging educational visits Public Liability Insurance of the venue must be checked (this should be a minimum of £5,000,000).

Parent/Carers are advised that their children should not take high value personal items such as mobile phones, ipads, expensive clothing etc as these are unlikely to be covered by the insurance policy. If children wish to take such items then parents/carers may wish to take out separate personal insurance. Pupils are responsible for all items they take with them on the visit.

11. Finance

Parents are invited to make voluntary contributions towards an activity for which a charge may be made. Pupils are not treated differently according to whether or not their parents have agreed to make a voluntary contribution. Charges made to parents must not exceed the actual cost of the activity. However, if insufficient voluntary contributions are received it may be necessary to cancel the proposed visit for all pupils.

Residential Visits – if a parent is in receipt of prescribed benefits or allowances funding may be available to support participation in residential visits.

Parents are able to pay on-line for educational day visits. Any monies received into the school is banked promptly. For residential visits payment is made via the school office and a payment card is issued to parents so they are able to pay smaller amounts over a period of time.

12. Data Protection

Information about staff and participants, including recognisable photographs, is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency.

The leader of educational visits takes emergency contact details and medical information for pupils and this is shredded upon the return to school. Upon entry to the school parents given permission for their child's information to be shared with emergency services should the need arise.

Ratified by governors at their meeting on	8 February 2023
Signed	
Review Date	February 2026

Belmont Community Primary School

Standard Operating Procedures

For Educational Visits

Context

Belmont School believes 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 Belmont School a supportive and effective learning environment.

We believe:

- Pupils should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and pupils safe and manage risks effectively.

Any visit that leaves the school grounds is covered by this guidance, whether as part of the curriculum, during school time, or outside the normal school day.

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Belmont School:

- Follows the Lincolnshire Trust Policy and Guidance for Offsite Visits and Related Activities (All staff have access to this via EVOLVE).
- Adopts National Guidance www.oeapng.info.
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with the above. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

Categories of Visit and Approval

There are 3 categories of visit:

- Visits/activities within the school learning area that are part of the normal curriculum and take place during the normal school day.
- Other non-residential visits within the UK that do not involve an adventurous activity eg visits to museums, farms, theme parks, theatres, etc. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- Visits that are overseas, residential, or involve an adventurous activity. These are the same as for above, but the Headteacher then submits the visit form to the LEA for approval. Residential visits require LCC approval, therefore, Evolve forms must be submitted at least 6 weeks prior to the visit taking place.

Staff must not spend any money or inform pupils or parents that a visit is going ahead until it has been given initial approval by the Headteacher.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering them on EVOLVE (where required). They should obtain outline permission for a visit from the Headteacher prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. Visit leaders are responsible for uploading risk assessment from the provider/venue, copy of letter to parent/carer, school documentation and Provider Form where required. Leaders are also responsible for completing a register on Evolve of pupils and adults who are going on the visit and to update this information as necessary. The contact number of the Visit Lead must be inserted when completing the Evolve form.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents.

The Headteacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LEA for approval.

The Governing Body's role is that of a 'critical friend'. Governor approval is required for all residential visits but delegate responsibility to school teachers and EVC for all lower risk visits. Governors have also been provided with guidance from www.oeapng.info (national guidance) to support their understanding of good practice for school visits.

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The Advisers to the LEA (Strong Roots Group) is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Timing of visits

It is essential to the smooth running of the rest of Belmont School that educational visits are properly planned and arranged to ensure minimal disruption to all, both those on the visit and those remaining in school.

Teaching teams are strongly encouraged to plan their pattern of visits for the coming academic year as early as they can. This allows clashes to be kept to a minimum. Visits planned well in advance must be included in the termly school calendar. Events listed in the school calendar take priority over non-calendared events. The earlier a visit is planned, the more likely it is to be approved. If 2 events clash then the Headteacher will resolve the matter.

Staff organising a visit must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a visit. It is essential that all people concerned with the visit are fully informed at appropriate times. Once the planning has been completed and the visit has been approved, the full details of the visit must be prepared. These details, together with copies of letters for parents/carers, must be submitted to the EVC before being sent out.

Parental Consent

LCC requires consent for all offsite visits however, it is recommended that blanket consent for local low risk visits is obtained from parents/carers at the start of each academic year or when a child joins the school if it is mid-year. Parents must be informed of these activities in advance, and given the opportunity to withdraw their child from any particular visit or activity covered by the form.

Educational visits outside the local area or where a visit leave early or returns late all require parental consent. **For all residential visits and adventurous activities**, specific signed permission must be obtained from parents. Visit leaders must have an alternative option planned for any pupil whose parents decline permission to go on a visit.

If a visit involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements which are in place to ensure the safety of their child. They must be fully informed as to the nature of the visit, with a clear indication if the pupils may be unaccompanied while away from school. Parents/carers must acknowledge that their child is fit enough to go on the visit, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the visit. For all residential visits, particularly those overseas, it is a good idea to hold a Parents' Information Evening a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and pupils is also strongly advised. The EVC can give advice about the best way to organise such events and to prepare such booklets.

Risk Assessments

A risk assessment is a careful examination of what could cause harm to people, so that control measures can be put in place to manage the risk at an acceptable level.

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Risk assessment should be based on the following considerations:

- What could go wrong?
- Who might be affected?
- What control measures need to be in place to reduce risks to an acceptable level?
- What steps will be taken in an emergency?

Risk assessment must be carried out for all visits however generic risk management plans are available via Evolve Resources as a starting point for visit leaders. When asking for risk assessments from venues/providers, we need to receive the risk assessment notes for schools or notes for visiting schools. Other relevant school generic risk assessments should be attached to the evolve form, for example, travel by bus and walking, these should include any changes required for that specific visit.

Emergency procedures

Staff who are in charge of pupils have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent. Visit leaders also have a duty of care towards the adults on the visit.

Emergency procedures are an essential part of planning a school visit. **A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

Belmont School has an emergency plan in place to deal with a critical incident during a visit. All staff on visits must be familiar with this plan.

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 LEA.

Inclusion

At Belmont School we will comply with the Equality Act 2010 to support inclusion on visits.

<http://www.csie.org.uk/inclusion/equality-act-2010.shtml>

Charging / Funding for visits

Parents/Carers are asked to make a voluntary contribution for educational visits. However, visits/activities may be cancelled if insufficient voluntary contributions are received by the school.

Transport

Parents Providing Transport – For situations when parents are required to organise transport for their child, this must be organised by the parents. As a school we are unable to ask other parents to take a child, unless that parent/adult has a DBS check. However, the parents can organise this between themselves and without school involvement a DBS check is not required.

Parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own. If this is the case then the establishment should make clear that it will not be involved in making these arrangements and will not have any responsibility for them.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. So a judgement should be made about the likely behaviour and individual needs of the passengers. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Where parents are being asked to organise their own transport, the establishment should consider the need for:

- Information from parents about what arrangements have been made.
- Communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the establishment of transport for any children whose parents are unable to make such arrangements.
- Car seats can be provided if required.

Very careful consideration should be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable. Circumstances where this might be acceptable include the following, when there is no reasonable alternative:

- Where the transport arrangements have been planned based on a risk assessment, which shows that their benefits outweigh the risks. This is more likely to occur in a social work or youth work setting than in a school.
- In an emergency or other unforeseen circumstances where the child or

young person would otherwise be at greater risk.

At Belmont School, a member of staff can only transport children if they have business use on their insurance policy. If the member of staff has this, they could only transport if there is more than pupil in the vehicle or if there is another member of staff present. When other parents/carers are transporting other pupils, consent must be given by the pupils parent/carer to travel in another parent/carers vehicle. When using a coach/bus, the coach/bus risk assessment must be uploaded onto evolve alongside any other risk assessments for the visit. As well as this we will follow National Guidance advice on this. www.oeap.info

Other topics

Swimming Lessons – Changing Room Supervision

- Pupils change independently in the changing room/cubicle unless there is a medical or SEN requirement for adult supervision. Where support is needed 2 adults must be in attendance. Three adults will support whole class swimming unless there are specific needs in a class where additional support is needed.

Dismissal of pupils after evening activities

- After School Curriculum Clubs:
 - Consent must be obtained from the parent/carer including how the pupil will get home/be collected.
 - Registers must be taken at the beginning of each session.
 - Pupils are brought through the school main entrance and are either dismissed to walk home or handed over to parents by the leader of the club.
- Evening Performances eg Music Celebration, Nativity, Y6 Production, Y6 BBQ, Presentation Evening:
 - After evening events pupils stay with their teacher until they are dismissed to walk home or handed over to parents by the teacher.
 - If it is not clear how a child will return home the school will make contact with the parent/carer for clarification.
 - For third parties running after school clubs the following guidelines must be followed:
 - Register taken at the start of the session.
 - Providers are responsible for first aid.
 - Evidence of DBS checks/insurance must be presented to the school prior to the club taking place.
 - Coaches are responsible for dismissal of children at the end of the session.
 - Emergency contact details must be provided by parents/carers when signing up for the club for use of the coaches.

Residential Visits

- A parental consent form is completed for pupils to take part in residential visits.
- A Parent Information Meeting is held where further information is given to parents verbally and an informational booklet is distributed.
- Medical forms are completed for all participants and an adult is identified as being in charge of all medication. All medication must be named and clear instructions given on the medical form of dosage, time to be administered etc. Two adults to ensure the correct dosage is given and recorded.
- The Headteacher keeps a copy of all consent forms in case of emergency and is the base contact in school.

- During the school day contact with school is via the school office. In the event of an emergency or out of hours the Headteacher (base contact) must be contacted. If you are unable to communicate with the base contact at school appropriate steps must be taken to address the situation.
- School staff or any support adults attending residential trips must not consume alcohol.

Ratified by governors at their meeting on	26 April 2023
Signed	
Review Date	April 2023

Appendix 1

COPING WITH EMERGENCIES
QUICK REFERENCE ACTION SHEET

Guidance for group leaders on out-of-school activities

There has been a major incident

Instruct all colleagues to record their actions as soon as possible

ALLOCATE KEY RESPONSIBILITIES

INFORM

- Obtain facts and information
- Call the emergency services using 999
- Retain any relevant equipment
- Inform senior school staff
- Contact health and safety representatives
- Request assistance on site as necessary
- Prepare to deal with the media

ADULT 1 -INFORMS

SAVE

- Administer first aid where possible
- Establish a contact point with the emergency services
- Travel with casualties to hospital
- Complete accident forms

ADULT 2 – SAVES

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CARE

- Call other assistance as necessary
- Keep a record of witnesses
- Keep others informed of the situation
- Ensure staff and pupils do not use telephones until the situation is under control and all necessary information has been passed onto the Headteacher and Emergency Liaison Officer or other County Council Officer
- Consider abandonment of activity
- Arrange for non casualties to return to school
- Remain available to emergency services and supervising colleagues

ADULT 3 – CARES

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

