



Educational Visits Policy

This policy applies to all activities/learning experiences that take place off-site – this includes visits/day trips to local venues such as local library, church, park etc.

Budehaven Community School

Status:	
Recommended	
Statutory	YES
Adopted	Autumn 2022
Reviewed and approved	Autumn 2024
Next review	
Committee	SISC

Approved and adopted by:

Laura J. Mead.

Chair of Governors

Headteacher

1. Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

2. Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

3. Key Principles

Emergency Procedures

Emergency procedures are an essential part of planning an educational visit and all members of the visit leadership party must be familiar with them before the departure. Some incidents can be resolved through an on-the-spot response by the Visit Leader however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following procedures must be followed. The Visit Leader must ensure that these procedures are implemented as quickly and efficiently as possible in order to facilitate help and support for pupils, parents, and staff. All staff should have available a copy of these procedures and other relevant information on all visits.

For the purposes of these procedures, a serious incident is defined as:

1) A situation where a group member:

- has suffered a life-threatening injury or fatality
- is at serious risk
- has gone missing for a significant or unacceptable period

2) Any incident that is beyond the normal coping mechanisms of the **Visit Leadership Team**.

Mobile phones

A mobile phone is an essential item of equipment for a Visit Leader and may save valuable time in the event of an emergency. However, difficulties frequently arise with mobile phones due to reception, battery power or insufficient credit. Mobile phones should complement and not replace traditional safety and communication procedures. Visit Leaders should know the mobile phone numbers of other key staff in the party.

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Cornwall Council document ***“Policy Guidance for the Management of Off-Site Visits and Outdoor Learning” 2021***
- The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher. In the absence of a nominated Educational Visits Co-ordinator the Headteacher automatically assumes this role.
- There will be a named and approved Visit Leader (and where appropriate, deputy) on all educational visits. This Visit Leader will be specifically competent for the role as detailed in the ***“Policy Guidance for the Management of Off-Site Visits and Outdoor Learning” 2021***. If in any doubt, confirmation will be sought from Cornwall Outdoors.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA via the electronic submission system for endorsement well in advance of the departure date.

Parents and carers

Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator.

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Prior to Departure/Visit – EVC will provide trip leaders with:

- Visit leader emergency action card
- Procedure for coach travel (if applicable)
- Procedure for ferry crossing (if applicable)
- Student medical information
- Parent/carer emergency contacts
- Accident/incident forms
- First aid kit
- School mobile phone

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, inclusion and staff development.

The Headteacher/EVC will make additional information available to staff to help ensure the safe management of educational visits, including access to the **OEAP National Guidance website** and the accompanying Cornwall Outdoors policy document: **“Guidance for the Management of Off-Site Visits and Outdoor Learning” 2021**

Appendices

- 1 – Educational Visit Trip Proposal Form**
- 2 – Educational Visit Procedure**
- 3 – Template Costing Sheet**
- 4 – Visit Leader Checklist**
- 5 – Procedure for Coach Travel**
- 6 – Visit Leader Emergency Action Card**
- 7 – Sports Fixture Visit Form**
- 8 – Visit Evaluation Form**

Appendix 1 - Educational Visits Proposal Form

All proposals for Educational Visits involving pupils must be made on this form and then passed to the EVC. If approval is given the remaining paperwork, must be completed in accordance with Cornwall Council regulations and guidelines.

Cornwall Outdoors require the following notice:

Expeditions to remote area: 12 months

Foreign/residential visit: 3 months

Adventure activity (day): 1 month

Proposal Details

Educational Visit Leader (VL):		
Destination:		
Year Group:	Number of pupils:	Approx. Cost:
Educational Purpose:		
Proposed date(s) of visit:	Start / end time: /	
Other staff involved (must include a first aider):		

☐ If this proposal is successful I will provide a brief article about the visit, that will be suitable for use on the school website, newsletter and the local press (please tick box)

☐ I have read and will comply with the Educational Visits Policy

☐ Calendar and cover approved

Signed: _____ Visit Leader Date: _____

Approved by: _____ Head Teacher Date: _____

Approved by Governors (residential or overseas) Date: _____

Approved by: _____ Business Manager Date: _____

Appendix 2 - Educational Visits Procedure

Minimum of 2 staff required to go on any offsite visit/sporting fixture (to include first aider)

	Date completed
Discuss proposed visit with line manager/head teacher	
Check proposed date of visit in school calendar & log. – Trip Leader/EVC	
Complete the visit proposal form and give to EVC	
Permission for visit obtained (Headteacher/Business Manager/Governors)	
Visit costed – Does any component of visit involve VAT – for advice. – Accounts	
Details re staff ratios etc. – EVC	
Liaise about numbers, costing sheet, setting up student payments etc. – Accounts	
Letter to parents drafted and approved –meeting date if organised. – Trip Leader/EVC	
Student behaviour contract issued to parents/students – Trip Leader	
Insurance cover checked. – Business Manager	
Itinerary produced. – Trip Leader	
Cornwall Outdoors EV form completed - EVC	
Pre-trip inspection visit conducted where necessary and then complete all the relevant risk assessments. Staff/Student ratios fulfilled. - Trip Leader/EVC	
Transport arrangements finalised –Coach or School Minibus booked. This should also be confirmed the day before the trip is due to go out. - Accounts /Site Team	
Bus, tickets, entry etc. officially booked through Accounts	
Any first aid requirements checked. – First Aid Lead/EVC	
Money collected in accordance with school financial procedures - Accounts	
Kitchen informed 5 days prior to visit of any free school meals/Packed Lunch. – Clever Chefs	
Pre-visit briefing with all adults/students who will accompany the visit.- Trip Leader	
A preliminary list of all adults and students who will be going on the trip sent via email to EVC.	
Enhanced risk assessment for students with SEN – Trip Leader/SEN Team	
Any safeguarding needs checked/identified – Safeguarding Team	
Any first aid requirements checked. – First Aid Lead	
Staff Cover arranged for lessons missed – Cover Manager	
Finalised list of students sent to EVC & reception – Trip Leader	
First Aid kits collected and medical items for individual pupils – EVC/First Aid Lead	
School mobile phone organised and number given to reception, head teacher & safeguarding lead – Have back up system if mobile does not work. - EVC.	
Student & Staff Medical Info, Emergency contact numbers taken on visit – Packs with all relevant info will be given to the visit leader before departure. - EVC	

All planning has been completed satisfactorily: Online Approval obtained

SIGNED DATE

Educational Visits Coordinator

Appendix 3 - Costing Sheet for Trips

Notes

Leader's name	
Date of trip	
Where to	
No. of pupils	
No. of staff	
Will school mobile be required	Yes/No

Fill details in the yellow boxes

Additional comments	
---------------------	--

£

Accommodation

--

Insert the type of accommodation to be used

Flights

--

Insert departure and arrival airports
Does flights include transfer costs?

Transport

--

Insert the type of transport i.e. coach, minibus

Food per day

--

No of meals per day

Excursions / Tickets

Cost of any excursions / entrance tickets

Admin costs

- photocopying

Any other costs

Contingency

To cover unexpected expenses

Total
per pupil

This will add up automatically
Cost per pupil - calculates automatically

Cost covered by department	Yes/No
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If the department will cover costs rather than passed to the student

Amount charged to each student	
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Staff to be attending - Teachers and Support Names Only

Remember that the school expects all payments to be made via Schoolcomms.

Please see Accounts to set up payments.

Once completed this sheet needs to be emailed to accounts & EVC

Please ensure you advise Clever Chefs of the trip so they can adjust catering figures.

Appendix 4 - Visit Leader Checklist

- ☐ I have been formally approved to carry out the visit
- ☐ I am specifically competent and meet the requirements of employer guidance
- ☐ I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding
- ☐ I have kept my EVC informed at each stage of the planning process
- ☐ I have undertaken a preliminary visit if appropriate or required by establishment policy
- ☐ I have involved young people in these processes, wherever appropriate
- ☐ I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy
- ☐ I have shared details of 24/7 emergency contacts and emergency arrangements with key staff
- ☐ I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers
- ☐ I have checked whether insurance arrangements are adequate
- ☐ If there are students who are the children of staff on a visit, there must be adequate safeguards to ensure that this will not compromise group management
- ☐ Child protection issues are addressed, including DBS checks and processes where appropriate
- ☐ I have disseminated relevant information to supporting staff
- ☐ There is access to first aid at an appropriate level
- ☐ Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate
- ☐ All aspects of the visit (both during and after the event) are evaluated
- ☐ Staff and other supervisors have been appropriately briefed on:
 1. the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities
 2. the nature and location of the activity
- ☐ The visit is effectively supervised - staffing ratios meet requirements of good practice
- ☐ I understand that the overarching duty of care remains with school staff, even when partial responsibility is shared with a provider
- ☐ Staff and third party providers have access to emergency contact and emergency procedure details

Notice period for educational visits: Expeditions remote areas - 12 Months

Foreign/Residential - 3 Months

Adventure activities - 1 Month.

Appendix 5 - Procedure for Coach Travel

Pupil briefing.

Please ensure that pupils are briefed on the following prior to departure:

- All passengers to remain seated whilst in vehicle.
- Seat belts worn at all times. Staff: please check and insist on this.
- Luggage stowed under chair, in suitable locker or in boot space.
- Pupils must not distract the driver (eg.: with music or rowdy behaviour.)
- Trip return times
- The pre-arranged times for visits to service stations (long journeys)
- Minimum group size when visiting service stations

Staff responsibilities.

Please ensure that you observe the following points:

- Supervise access to/exit from the coach.
- Head count of passengers each time on/off vehicle.
- Pupils exit to pavement where possible _ particular care to be taken on trips abroad.
- Pupils do not walk behind vehicle.
- Staff to sit at front and back of vehicle.
- Staff to ensure access to first aid equipment and bags, in case of sickness.
- Staff to ensure that all passengers are familiar with escape routes.

Finally, please note:

- The driver has the final say on appropriate behaviour and all passengers must comply.

Appendix 6 - Visit Leader Emergency Action Card

To be printed, laminated, and carried by all staff accompanying a visit.

Visit Leader First Response – Care of the Group and Colleagues

1. REMAIN CALM - Assess the situation.
 2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
 3. Delegate to Assistant Leaders if possible so you can keep an overview of events.
 4. Call emergency services as appropriate.
 5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a) Preserve life
 - b) Prevent the condition worsening
 - c) Promote recovery
1. Casualties need to be able to breathe – if they are unconscious put them into a safe airway position
 2. Find and stop any serious external bleeding
 3. Protect the casualty from the environment - keep them warm
 4. Monitor their condition, reassure them and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the information as per the table below:
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Legal liability should not be discussed or admitted.
- Refer all media, parental or other enquiries to your employer's press office.
- An adult from the party should accompany any casualties to hospital
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Inform the Foreign Office Consular Assistance Team if abroad.

Information to be supplied to Emergency Contact at base

Who is calling?
If your group is from more than one establishment, which one are you from?
What is your role in the group? (Visit Leader, Assistant Leader, Volunteer?)
What number can you be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are you are staying where you are or moving? If you are moving where to?
What help do you require?
What time did the incident happen?
What time is it now? If the group is outside the UK what is the time difference?

Emergency Numbers

Name	Telephone	Mobile
My telephone number		
School/Establishment	01288 353271	
Head Teacher – Dom Wilkes		07895 311646
Safeguarding Officer – Jim Francis		07837 235807
Employer (eg LA) (24 hr number)	0203 1622240	
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7008 1500	
Communications Office	01872 322186	

Appendix 7 - Sports Fixture Visit Form

Please use this form if a sports fixture has been organised for a complete day or part of the day. Absence forms must be submitted to request cover.

This form should be completed and forwarded to the EVC at least 5 days prior to the sports fixture taking place. Please complete all sections as fully as possible.

Minimum of 2 staff required to go on any offsite sporting fixture (to include first aider)

Before proceeding: Check that the calendar is clear

Sports Fixture Leader:

Other staff:

Contact Number during fixture:.....

Place of fixture and address:.....

.....

Students (numbers & year groups involved):.....

Fixture (Football, Hockey etc):

Departure from College: Date:..... Time:.....

Return to College: Date:..... Time:.....

Have you completed an Absence Request Form? Yes ☐ No ☐

Have you booked Transport? Yes ☐ No ☐

If so who with?

Have you informed the Catering Manager? Yes ☐☐ No ☐☐

(Please order free school meals)

How have parents been informed? .. (Attach letter if applicable)

Emergency Contact back at School:

Name: Tel No:.....

Out of school hours:

Name: Tel No:

Are appropriate insurance arrangements in place? Yes ☐ No ☐

All staff have been informed of the risk assessments associated with this fixture. Yes ☐☐ No ☐☐

.....

Head of Department to sign.....

Note: Please ensure that you send a copy of the student register and this form to Main Reception/Attendance Manager before leaving school.

Appendix 8 – Visit Evaluation Form

Learning outside the Classroom – Evaluation

Event: _____

Date: _____

Venue: _____

Leader: _____

Intended Learning Outcomes	How well were these outcomes met? 1 completely; 4 not at all	Notes/next steps				
<input type="checkbox"/> Curriculum Links	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Enjoyment	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Confidence	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Social Awareness (self-awareness and social skills)	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Environmental Awareness	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Activity Skills	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Personal Qualities Initiative, self-reliance, resilience	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Key Skills Communication, teamwork, problem solving	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Health, Fitness and Wellbeing	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Increased Motivation for Learning	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			
<input type="checkbox"/> Broadened Horizons Open-minded, stepping out of comfort zone	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	1	2	3	4	
1	2	3	4			

Logistical arrangements

Item	Rating					Notes
Transport	1	2	3	4	N/A	
Provider	1	2	3	4	N/A	
Accommodation	1	2	3	4	N/A	
Catering	1	2	3	4	N/A	
Value for Money	1	2	3	4	N/A	
Inclusive	1	2	3	4	N/A	
Review risk assessment	Yes/No					

Near Miss/Incident

Any Other Notes



