



# **Wavendon Gate School**

## **Educational Visits Policy**

Date of last review:	May 2023
Date of next review:	May 2026
Type of policy:	Statutory/WGS
Frequency of review:	3 years
Governor committee:	Curriculum Committee

## **1. Introduction**

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Well-planned and executed educational visits provide pupils of the School with valuable experiences which enhance their learning at school. This provides a variety of 'real-life' opportunities for pupils, enabling them to achieve a fuller understanding of the world around them through direct experience. We believe that educational visits are an essential element of good primary practice.

This policy, together with the attached appendices, is intended to support, and not constrain, the proper organisation and safe conduct of school trips and visits. Further information and advice should be sought from the Educational Visits Coordinator (EVC) or Evolve (the school's service provider for trips and visits), especially when special activities are involved or students are off site for more than one school day.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## **2. Legislation and guidance**

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), Department for Education 2018 and the following legislation, statutory and local guidance:

- [Charging for school activities](#), Department for Education 2018
- [Equality Act 2010 SEND Code of Practice](#), Department for Education 2020
- [Keeping Children Safe in Education 2022](#), Department for Education 2022
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#), Department for Education 2021
- Guidance for Off-Site Visits and Related Activities with National guidance and EVOLVE, Milton Keynes Council 2018

## **3. Rationale**

It is recognised that a period of well planned, activity based non-residential (or residential) experience can have a major effect on a pupil's motivation, self-confidence, ability to develop personal skills, self-knowledge and awareness of others within the learning situation.

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

To ensure the effectiveness of this activity, careful planning, preparation and management, and competent staffing are essential. Any residential must provide a careful structured course of activities and experiences which provide a proper learning progression through the programme.

To ensure the rationale is adhered to, Wavendon Gate School has a comprehensive trips and visits proposal and approval procedure in place. This is overseen by the EVC in school and has been produced in line with Milton Keynes Council's guidance through Evolve, the online tool for planning and managing off-site visits.

#### **4. Aims for all children**

Every effort should be made to ensure that outdoor learning activities are available and accessible to all pupils, irrespective of ethnicity, gender, sexual orientation, additional educational or medical needs.

Trips or visits should enable pupils to:

- Further develop skills in new and different environments
- Try new roles
- Experience being away from home
- Discover new interests and activities
- Identify skills, attitudes and capabilities that were not previously known to exist
- Meet new people, new customs and new habits
- Participate intensively as a group
- Plan, prepare and organise elements of the programme
- Experience the problems and highlights of group membership and group leadership
- Take part in a series of challenging activities (mental, physical and creative)
- Take part in a variety of outdoor pursuits, creative activities, etc. which are designed to help the development of communication and relationship skills as well as the activities themselves
- Have clearer understanding of themselves, their feelings/attitudes towards others and their personal strengths and weaknesses
- Develop a clearer understanding of different cultures in the worlds around them both at home and abroad.

#### **5. Responsibilities**

##### **5.1 Headteacher**

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.
- Being contactable throughout the duration of all educational visits.

##### **5.2 Educational Visits Co-ordinator (EVC)**

Sally Sheridan is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher when they're approving trips

- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **5.3 Trip Leader**

One teacher, the trip leader, is responsible overall for the supervision and conduct of the visit, and should have been approved by the headteacher. The trip leader should:

- Appoint a deputy
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed including appointing an adult responsible for first aid and holding medicines
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments all completed on EVOLVE
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed in conjunction with the school SENCo
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Ensure that pupils understand their responsibilities (see responsibilities of pupils below)

### **5.4 Other teachers and adults involved in the visit**

Teachers and teaching assistants on school-led visits act as employees of Wavendon Gate School. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the headteacher if some of their time on the visit falls outside of normal hours.

The use of volunteers may be appropriate provided any necessary checks, e.g DBS checks are in place. Adult helpers will; be those individuals who are held on the School's Central Record and are actively involved with the life of the school, e.g governors, volunteer readers or recently retired staff members.

Teaching staff and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group
- Follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal. Volunteers support only the groups led by teachers and do not have sole charge of any pupils throughout the visit.
- Not take photos or recordings on their personal devices
- Volunteers or parents must not contact other parents of children regarding the school trip

### **5.5 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner

- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

## **5.6 Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Any pupil whose behavior may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

## **6. Planning and preparation**

The decision on whether or not a visit will take place will be made by the headteacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing and physical supplies
- Accommodation options, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

Ratios are determined through the process of risk assessment. Where an activity is relatively straightforward, we work with the following numbers:

- Foundation pupils – 1 adult for every 6 pupils
- Year 1/2 pupils – 1 adult for every 8 children
- Year 3/4/5/6 pupils – 1 adult for every 10 children

Children with special educational needs may require an adult to support them on a 1:1 basis, dependent on their individual needs.

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the local authority when all of the relevant checks and documents have been submitted to EVOLVE. These trips need at least 6 weeks notice on Evolve to ensure there is adequate time for processing.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion on Evolve, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **6.1 Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## **7. Risk Assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips and 6 weeks before any residential visit.

This will be completed using the school's risk assessment template which can be found in the trips and visits folder on our google drive and in **appendix 2**, and approved by the EVC. Existing risk assessments can be located in the trips and visits folder on the google drive, in the previous visits folder on EVOLVE or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC and a copy taken on the visit and another copy stored on EVOLVE for the EVC/Headteacher to access if needed.

On occasion, an individual child may require a separate behaviour risk assessment which is completed by the trip leader under the advice of the SENCo. A copy of this form is uploaded to Evolve and can be found in the trips and visits folder on the google drive and in **appendix 3**.

## **8. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **9. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the Headteacher. The Headteacher will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the Headteacher who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## **10. Residential visits**

The headteacher, together with the Local Authority, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## **11. Finance**

The financial procedures outlined in the school's charging and remissions policy will always be followed when arranging trips.

The school will act in accordance with the DFE's guidance document [Charging for school activities policy, 2018](#) and, therefore, will only charge for trips which are classed as an 'optional extra'. This means education provided outside of school time which is not:

- Part of the national curriculum
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education

For most trips, parents will have the opportunity to make a voluntary contribution towards the costs of activities, transport, insurance etc. Parents are not obliged to make a contribution and pupils will not be excluded through inability or unwillingness to pay.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

## **12. Review**

This policy will be reviewed every three years by [the headteacher/EVC and curriculum committee.

## **13. Links with other school policies**

This policy links with the following policies and procedures:

Health and safety policy

Charging and remissions policy

Behaviour policy

Child protection policy



First aid policy

Supporting pupils with medical conditions policy

Special educational needs (SEN) policy

## **Appendix 1: Wavendon Gate School proposed educational visit form**

	Visit Issues	Visit Details		
1	Purpose of the trip and educational benefits-please list at least two objectives.	1. 2. 3.		
2	Venue/Destination			
3	Date(s)			
4	Children to arrive to school			
5	Coach timings	Depart from school		
		ETA @ trip venue		
		Depart from trip venue		
		ETA back to school		
6	Trip leader			
7	Year group			
8	Number of pupils	Boys:		
		Girls:		
9	Names of teachers attending			
10	Names of TA's/additional staff members attending			
11	Names of volunteers (Governors/parents)		DBS Checked (please tick)	
		Name	Yes	No
12	Is a pre visit required? Please list proposed staff attending and their availability.			
13	First aid at the venue?			
14	Additional requirements-lunchroom.			

## Appendix 2: Example of an Event Specific Plan

## EVENT SPECIFIC PLAN (ESP)

**(What are the really important things we need to do to keep ourselves safe? The Visit Leader should involve the accompanying staff, and also participants where possible.)**

Visit Leader:

Visit to:

Carried out by:

Date:

[illegible]

	xxxxx to inform the ticket desk for them to use internal tannoy system. On hearing the message, all groups return to meeting point (add in suggested area) for register.			
Child needing the toilet whilst at the venue	<b>Existing control measures</b> Add in specific notes applicable to the venue		X	X
Child becoming unwell whilst at the venue	<b>Existing control measures</b> xxxxx to carry first aid kit at all times.  <b>Procedure</b> xxxxx to escort ill child to quiet area to sit down and assess their need (add in suggested area here). xxxxx to look after xxxxx group. If needed, seek advice from first aider at the venue. xxxxx to hold the emergency contact list and call Kerry in school to seek further advice if needed.	X	X	X
Medical information	PLEASE ADD INFORMATION HERE	X	X	X
SEND children/support and plan for the day	PLEASE ADD INFORMATION HERE	x	x	x

### Appendix 3: Individual pupil risk assessment

This form is to be completed by the trip leader under the advice of the SENCo

<b>Pupil Name:</b>
<b>Year Group:</b>
<b>Assessor:</b>
<b>Date:</b>

What health and safety hazards arise or could arise from the behavior of this pupil?	
What risks do they pose and to whom?	LEVEL OF RISK: High/Medium/Low
What has been done so far to remove or reduce the risks?	REMAINING RISK: High/Medium/Low
What further action is required to reduce the risk further?	LEVEL OF RISK ONCE ALL CONTROL MEASURES ARE IN PLACE (High/Medium/ <b>Low</b> ):
List any activities which cannot be safely managed, as far as it is possible to foresee.	

Any further comments:

## Appendix 4: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to Sally Sheridan at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**

