

P

pupil voice

R

respect

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independence

D

dignity

E

entitlement



## EDUCATIONAL VISITS POLICY

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An academy within:



“Learning together; to be the best we can be”



## Statement:

Learning Outside the Classroom (LOtC) and offsite visits are a valued and integral part of the curriculum offered at Kelford School. These visits could include; major outings such as residential trips, trips to the seaside or to a farm; minor outings such as walks to the local shops, visits to the local swimming pool; and routine experiences built into lessons such as road safety practice, college links, transition links, visits to other schools; in addition, it also incorporates vocational links such as working shadowing or formal blocks of work experience.

## Aims and objectives of LOtC:

- To develop LOtC as an entitlement for all children and young people.
- To offer first hand experiences and add relevancy to learning.
- To further develop and practice skills acquired within school.
- To develop communication and social skills.
- Raise achievement by boosting self-esteem, confidence and motivation.
- Promote health and fitness.
- Develop awareness of their local environment, its facilities and their location.
- Raising expectations in pupil behaviour.
- To give breadth, balance and enhancement to the curriculum through an enjoyable and memorable group experience.
- To encourage partnerships between our school and other schools, local providers and other organisations.

Staff wishing to plan LOtC should follow the guidelines below and the activity should be linked to planning and the curriculum. Different out of school experiences warrant different levels of planning; however staff should ensure that there is sufficient time to plan the visit thoroughly and there should be at least 2 weeks' notice given, with best practice being notification to families a half term prior to the visit.



## Procedures:

### EVOLVE:

EVOLVE is a Local Authority web based system that is used for the notification and approval of educational visits. The Local Authority is responsible for approving visits that fall into the following categories:

Residential visits

Adventure visits

International visits

Any visits where there may be significant hazards i.e. farm visits

The Headteacher is responsible for approving all other 'local visits'.

EVOLVE is to be completed for any LOtC visit. All Teaching Staff and Higher Level Teaching Assistants have access to the EVOLVE system. EVOLVE informs the Headteacher of the details of the visit and the Headteacher needs to give approval prior to the visit taking place. Authorisation for this can be delegated to others from the Headteacher; and currently this is delegated to the School Business Manager. EVOLVE forms should be submitted at least 2 weeks prior to the visit. For re-occurring visits, one EVOLVE form can be submitted as multiple dates can be selected. It is also appropriate to complete an EVOLVE form at the beginning of the school year or each term for the same group of children and young people visiting the local area on dates that are not determined yet. The local area is described as; walk to the local shop, letter box drops, walk to the local park, walk to the post box or walk around the school grounds or surrounding area. Specific risk assessments should always be completed. See Appendix One for detailed information on how to access and use EVOLVE.

### Visiting Planning:

All LOtC visits should complement the school curriculum and lesson planning. Parent and carer consent needs to be sought for all visits. The way in which this is sought may differ according to the visit. Local Area visits, described above, is sought in annual permissions; Curriculum Links such as visits to college, the Learning House etc can be sought at the beginning of the school year or term, which is more applicable to the 14-19 curriculum; and finally by each individual visit.



### Charging for visits:

The school does fund the majority of 'curriculum' visits, and no contributions from families are sought. However, some activity costs cannot always be met the school and contributions from families are needed. The HR and Finance Officer needs to be made aware of any visit costs and requested contributions. All contributions should be sent to the School Office and recorded. If venue or transport costs occur it is necessary to liaise with the HR and Finance Officer so that correct financial procedures can be adhered to. See Appendix Two for further information on charging for activities and also the Charges and Remissions Policy.

### Transport Arrangements:

The school does not have access to it's own vehicles and either hires in vehicles to assist, uses public transport or uses staff cars to access LOtC.

Car seats and booster seats are available for use and should be used where appropriate. Some younger children require specific seating, and if children and young people are transported to school by Corporate Transport the seats that they use for this can be borrowed for LOtC visits, however, permission **must** be sought by the Corporate Transport Unit prior to the visit. It is important that vehicles used are suitable for the seats used. If any equipment is lost or broken then this is at the school's own cost.

Wheelchairs must be secured using a 4 point wheelchair restraint system. A separate passenger restraint (seatbelt) must be used for the wheelchair user. The suitability for the wheelchair restraint should be checked with the operator (hired vehicle). Not every wheelchair restraint is compatible with every wheelchair. This can be checked by the Contracts Monitoring Officer, Jason Dutton.

If staff wish to use their own vehicle for school use they must have business insurance. A copy of their motor insurance policy must be kept by school and their full drivers licence should also been seen by the School Business Manager.

### Venue Considerations:

When planning visits the venue needs to be appropriate to suit the aims of the visit and the needs of the children and young people. If a venue has not been used before, then where possible, it is good practice to inspect the venue prior to the visit to ensure it is suitable and to help inform risk assessments. All venues need to be risk assessed for the specific group that is visiting and for the activities that are taking place.



Accessibility needs to be checked to ensure that all children and young people can access the same activities and areas. It may be necessary to make some adaptations to some venues i.e. ramps. Liaison with the schools Well Being Team Leader and Local Authority Moving and Handling Co-ordinator is necessary at this point.

Children and young people's personal care needs should always be considered and risk assessed. Available for use is a portable hoist and changing bed. For further advice please see the Safe Moving and Handling Policy and the Well Being Team Leader.

#### Staffing:

As with all LOTC visits, staff ratios and requirements must be visit-specific according to the number, composition, age range and medical needs of pupils as well as appropriate to the venue and the activities planned for the visit. Staffing ratios should form part of the visit risk assessment and as a general rule each visit must have at least two members of staff. There should be a nominated group leader and a nominated deputy leader. All staff involved should be informed of the visit logistics prior to the visit. They should know what their responsibilities on the visit are and any specific information. They should have the opportunity to read all risk assessments prior to the visit.

#### Preparing pupils:

Providing information and guidance to pupils is an important part of preparing for a visit. Pupils should have a clear understanding of what is expected of them and what the visit will entail. Pupils should be informed of what standard of behaviour is expected of them and what to do about any potential dangers, for example, stranger danger or risks from activities.

#### Safeguarding:

Staff in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy and have a common law duty to act as a reasonably prudent parent would.

#### Emergency procedures:

Staff should not hesitate to act in an emergency, and if an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;



- inform the emergency services and everyone who needs to know of the incident.

On all LOtC visits, pupils Medical Information Forms and where appropriate Health Care Plans should be taken. The Medical Information Forms should be used in an emergency and should always be given to emergency services. For further advice on Emergency Procedures please see the Rotherham Councils, Local Authority Circular 146 – Rotherham Educational Visits Guidance. The school buys into the Service Level Agreement for Educational Visits and has the authority to access this guidance.

#### First Aid:

At least one member of staff on the LOtC visit should have the minimum of Emergency First Aid training and this person should administer basic first aid when appropriate, though this person must be careful to avoid administering medical treatment beyond their training, skill and knowledge. Information on staff first aid training can be sought from the School's Business Manager. A first aid kit should also be carried whilst on LOtC visits and the contents of this kit may differ depending on what activities are planned. It is also good practice to be aware of first aid facilities and procedures at the venue of the visit.

#### Medical needs:

Kelford School will not exclude pupils with medical needs from LOtC visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Pupils with medical needs should have a Health Care Plan and this should be followed whilst out of school. If medication is to be administered whilst out school, again the Health Care Plan should be followed. Medications should be logged as out of school appropriately. All medications should be stored securely whilst out of school and should not be left unattended. A record of administered medication should be kept; this should be written on a pupils individual log sheet and always witnessed by another member of staff. Please see the Medications in School Policy for more information.

#### Insurance:

'School journey's insurance' is organised by the Risk Pooling Arrangement (RPA) through the DfE and is available to provide comprehensive cover to pupils and accompanying adults for any school journey approved by the Governing Body or Head Teacher. The main exclusions are activities which involve racing of any kind (other than on foot) or air travel (other than as a passenger). The cover provided



includes compensation for personal accident, loss of baggage and personal effects. Insurance is organised via the EVOLVE system. For journey's abroad insurance should be organised through the tour operator. LOtC visits are logged each term by the Business Administration Team; this information is sought from Out of School Forms. For visits overseas, it is necessary to complete the 'School Journey's Return Abroad Trips' pro forma prior to the visit taking place.

### Risk assessments:

As with any other aspect of school activity, schools must give careful consideration to the hazards involved in the LOtC visit and ensure that risks are managed at acceptable levels. Risk assessments are a legal requirement and must be "suitable and sufficient", they need not be complex but should be comprehensive.

In practice this means that:

- the level of detail should be proportionate to the risk. Insignificant risks can be ignored, but this will depend upon the context and staff will be well aware of the need to be vigilant at all times;
- all reasonable steps are taken to identify risks;
- the assessment should be appropriate to the nature of the activity and take account of changing circumstances.

The person conducting the risk assessment needs to be competent to do so. This means that they should have sufficient experience or knowledge appropriate to the hazards and risks encountered. All activities involve a level of risk. Risk assessment includes the assessment of significant hazards and their management so as to reduce the risk to an acceptable level. Visit risk assessments should include: how are you going to get to the venue; the venue and the activities taking place; specific pupil medical needs; specific pupil behavioural needs and a group risk assessment detailing information such as staffing ratios and first aid.

All visit risk assessments are stored electronically on the school's curriculum network. This allows access to everyone and the opportunity to customise their assessments for their own particular visit.

If a provider is being used for a visit and are responsible for activities then their risk assessments should be followed at all times and it is advisable to ask for a copy of them so that they can be shared with staff, read and understood.



All risk assessments are read and approved by the Schools Business Manager on behalf of the Headteacher as per the EVOLVE system. Insufficient risk assessments will result in the visit not taking place.

### Incident and Accident Reporting:

It is a requirement that any accident, incident or 'near miss' on a visit should be reported immediately. If the LOtC visit is taking place at a specific venue then that venue should provide means to report any accidents or incidents that have happened as they have a duty of care for the school as 'users'. If the LOtC is not taking place at a specific venue then school paperwork should be completed for any accident, incident or near miss and handed to the Head of Department. The Head of Department and School Business Manager should always be made aware of any incident or accident. Behavioural incidents and use of reasonable force needs to also be logged.

### Accompanying parents, carers and volunteers:

Parents, carers or volunteers can be invited on a LOtC visit where appropriate and staff organising a visit should have a discussion with a member of the Senior Leadership Team. If a parent, carer or volunteer accompanies a visit on a one-off occasion then they do not need a DBS check. A DBS check is applicable if the parent or carer is in school for 3 or more occurrences in a 30 day period.

Parents, carers or volunteers that accompany a visit should:

- not be included in the staff to pupil ratios,
- never be allocated sole responsibility for an individual pupil or group of children,
- always work under the direct supervision and guidance of a member of school staff,
- be given appropriate information about children and young people such as risk assessments, medical information etc.

Further information about accompanying parents, carers or volunteers can be sought from the school's Designated Safeguarding Lead.

### Residential:

Kelford School encourages residential visits for all of its children and young people and has developed its own Residential Pack to aid any staff that would like to organise a residential. This pack is a step by step guide to organising a residential and it should be used to aid planning, risk assessments and the logistics of the residential. Any staff wishing to organise a residential is welcome to discuss it with



the School's Business Manager or any member of staff that has organised them previously.

### Work Experience:

Off site work experience placements will be aligned to person centred planning. The form this takes will be personalised and individualised. All placements will be organised using the agreed Off Site Placement Procedure, please see the Off Site Work Placements Policy for further information.

**Out of School Visits - Flow Chart**

**Ensure discussion with Heads of Department regarding Learning Outside the Classroom Visits take place**

**2-3 weeks prior to .**

**Complete Risk Assessments**  
My computer/Staff drive/Health and Safety

Risk assessments need to be completed for the visit activity, means of transport and general safety of the venue i.e. access, emergency evacuation, as well as pupil specific risks assessments i.e. medical needs, behavioural needs, personal care

**2-3 weeks prior to .**

**Complete Evolve system**

**Hire of Vehicle**

See the Business Administration Team for hire of vehicles for Educational Visits; a transport request form may need



**1-2 weeks prior to**

**Send home letters of consent**

Admin will assist with calculating charges and letters. There is a template letter on My computer/Staff drive/Educational

**1-2 weeks prior to .**

**Lunches**

If you are planning to eat out your options for pupils are:

**Fees and Charging**

For charging see 'Charging for Educational Visits' notes. Please liaise with admin regarding any entrance fees or other costs



**Days prior to**

**Pupil Information**

**Days prior to**

**Money Contributions**

Hand all monies received to the Office as these have to be banked.

**Risk Assessments**

Ensure risk assessments are shared with staff involved in the visit. If this is a whole department visit, class teams are



**Day of visit :**

**Collect**

(if appropriate):

VNS Swipe / Asthma pump / Medications, Wristbands (Reception), Mobile Phone (Reception),

**Day of visit :**

**Complete**

Out of School Form and display

## Educational Visits

Staff wishing to go out of school for any reasons other than inclusion links, visits to other school or sports fixtures i.e. Football tournaments, Sports Day, need to complete the online visits form - Evolve. Staff are to complete Evolve 2 weeks prior to the date they would like to go out of school. Staff may also wish to consider; minibus diary, completion of risk assessments, letters of consent, dinner numbers.

It is good practice to always complete and EVOVLE form for all visits. For visits that

### How to produce an Evolve visit form:

Through the internet, access rotherhamvisits.org.uk and log on:

Username: surname + first initial i.e. hobsona

To add a visit select visits and then '+visit'

ID	Visit Date	Creator	Visit Name	Status
541	13/03/2008	Amanda Hobson	Sheffield Eagles Rugby Ground	Draft
1299		Amanda Hobson	Practice	Draft
1358	26/09/2008	David Burdett	RCAT	Draft
1378	30/09/2008	Amanda Hobson	Practice visit	Draft
1691	20/10/2008	David Burdett	Speak up	Draft
1520	13/10/2008	David Burdett	fruit purchase	Draft
1537	06/10/2008	Mathew Seamarks	Walks	Draft

Then follow the instructions, giving your visit a name and selecting 'add'

Visit: Practice

VISIT TYPE

Please specify visit type by selecting:  
All of the first four statements which apply to your visit OR the final statement.

- Overseas
- Residential
- Adventurous Activity led by an External Provider or Rotherham Centre or where a specific activity will be led by an External Provider in a potentially dangerous environment e.g. in or around water
- Adventurous Activity led by a member of Kelford Special staff or where a Specific activity will be led by a member of your staff in a potentially dangerous environment e.g. in or around water
- None of the above

[Continue](#)

Unless you are planning a residential, overseas or adventurous activity (i.e. water skiing) select 'None of the above' and press continue. This means that the visit will be authorised in school by SLT.

The other 3 options are authorised by the Local Authority.



**Visit dates:** enter the date(s) of the visit(s), continue.

Venue: you can either select the venue from the drop down list or add your own venue if it is not detailed. Please note, that if you are adding a new venue you will need all of the following details:

Venue name, full address inc postcode, telephone number.

**Travel arrangements:** select the appropriate means of transport

**Staffing:** enter the visit leader (you) and a contact number (remember there is a school mobile for use). For your support staff add these under the volunteers section

**Attendees:** this section asks for the age ranges of the pupils you are taking. There are many classes where the range of pupils varies and goes across key stages. For this select 'other mixed group'.

The number of attendees is just information about pupils (not staff too).

**Other documents:** a visit specific risk assessment is always needed!

**First Aid, Emergency Contacts, Insurance:** don't worry about these sections, I will complete them! Please remember that a member of staff that has completed First Aid training needs to attend the visit.

Remember to attach your own visit generic and pupil specific risk assessments!

### **Helpful Hints:**

To enter out of school activities such as visits to the local area or local shops where you are unsure of the exact / specific dates or if this may occur as a 'as and when' situation, complete the evolve form with the date as the first date of the term. Then in the notes section state that **this form is valid for the 'Summer Term'** for example.

Evolve forms will be taken to morning SLT briefings on a Wednesday for authorisation! Your form, staffing arrangements, date of visit and risk assessments will all be checked. I will then authorise your visit and you are good to go!

Joint visits can also be completed for activities that will take place between our school and another school. The "lead" school (who is organising the activity) should complete the Evolve form on our behalf, however remember to check that they have! If we are the "lead" school, Evolve forms will be shared with the other school(s) and are to be authorised by their Educational Visits Co-ordinator.



## APPENDIX 2

### **Educational Visits**

#### **Charging for School Activities:**

Schools **can charge** for:

- Music tuition
- Materials or equipment, for when product is taken home i.e. food technology
- Board or lodgings whilst on residential

Everything else schools can ask for a voluntary contribution. Schools can:

- Inform parents and carers of the actual cost of a trip
- Inform parents and carers that if not enough voluntary contributions are received, the trip may not go ahead

#### **Charging for Educational Visits:**

Please remember to include:

Any admission fees or activity costs

Use of minibus (fuel / wear & tear)\*

Insurance\*\*

Spending money

Food & drink – i.e. lunches

\* Use of minibus – calculate per mile, 65p

\*\* Insurance – calculate per person (staff and pupils) For example; 4 staff and 8 pupils x 0.15p = £1.80.

Staff lunches:

There are certain circumstances when school can provide a lunch for staff, please see your Head of Department if you require staff lunches.