



Educational Visits Policy

September 2022

EVC (Educational Visits Coordinator)

Mrs Clare Wright – Headteacher

Mrs Rachel Farage – Curriculum Deputy Headteacher

Policy Written by

Mrs Rachel Farage – Curriculum Deputy Headteacher

Next Review Date:

September 2025

This policy is written in line with the advice and guidance given by Surrey County Council via the platform EVOLVE: ([EVOLVE - Surrey County Council \(edufocus.co.uk\)](https://www.edufocus.co.uk)).

Evolve and LOTC status

Introduction

At the heart of the work and purpose of Frimley Junior School, are our children. 'Learning together we grow' at Frimley enables all to flourish, excel, be the best they can and achieve the necessary life skills for the future. We have designed, and continue to evolve, our curriculum with great care in order to achieve our vision and ensure our Christian values (love, honesty and forgiveness) underpin it. The curriculum is all the planned learning that we organise in order to promote knowledge, skills, personal growth and development. It meets the requirements of the National Curriculum and is designed to reflect the needs of our school and its community. It also covers the range of extra-curricular activities that the school organises in order to enrich the experiences of the children, and includes the "hidden curriculum", or what the children learn from the way they are treated and expected to behave.

Frimley Junior school provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities and adventurous activities.

The purpose of these activities is to:

- enhance the curriculum
- broaden horizons
- develop an understanding of the community
- be fun
- increase self-esteem
- facilitate decision-making
- develop relationship building
- facilitate risk taking
- to experience new cultures
- to raise aspirations
- to take personal and collective responsibility for actions
- to inspire and provide motivation
- to support inclusion
- to enable pupils to have a chance to share
- to inspire lifelong leisure activities
- to develop creativity
- to develop independence
- to support an invaluable part of citizenship
- to provide hands on, 'real' life learning
- to facilitate team building
- to live and work with others
- to create memories for life

The school chooses to record, approve and evaluate all visits via EVOLVE ([EVOLVE - Surrey County Council \(edufocus.co.uk\)](http://EVOLVE - Surrey County Council (edufocus.co.uk))). Evolve is recommended as this ensures that a robust audit trail exists, and evidences learning outcomes. Frimley's Local Authority contact in regard to educational visits is Paul Bowen.

Safeguarding

Whilst on residential trips there will be a DSL/DDSL present. For all other trips any disclosures/incidents will be reported inline with our child protection policy.

Key Personnel -Roles and Responsibilities

The Head Teacher is delegated by the Local Advisory Committee (AQC) to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Head Teacher will sign off all risk assessments. When the Headteacher authorises a visit on EVOLVE, they are confirming that the visit complies with school and local authority policy, and that in their opinion the visit leader and any accompanying staff are competent to supervise the visit.

Final approval is delegated to the Headteacher for all visits, with the exception of:

- Overseas visits
- Residential visits
- Adventurous activity visits

Which the school, using the EVOLVE site, delegates to the LA.

The Educational Visits Co-ordinators (Clare Wright and Rachel Farage -EVC) ensures that all off-site activities follow the correct procedures. The people with these responsibilities will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits and will approve the visit leader for every visit and monitor the written risk assessments to ensure good practice—via the EVOLVE system. The EVC will sign off each risk assessment prior to final signing off by the Head Teacher. The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary.

The Visit Leader has overall responsibility for managing the visit, including for the health and safety of the participants and the supervision, welfare, learning and development of the participants. They are also responsible for identifying the purpose of the visit. The Visit Leader is responsible for the overall supervision of the visit. A risk assessment is necessary for all off-site visits. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator and Head Teacher at least **2 weeks** in advance of the visit, for residential trips this should be 4 to 6 weeks as it must be approved by County. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will be given a copy of the Risk Assessment. The Visit Leader is responsible for ensuring the Operation Duke card (see appendix) mobile phone, first aid kit and pupil medication are taken on the visit. The Visit Leader is also responsible for ensuring a list of children going on the trip and the risk assessment are given to the school office.

Significant risks and their control measures will need to be recorded and filed with the EVC. An ECT cannot be named as a visit leader.

Duty Officer

For trips during the school day, Lindsey Carter, Ginette Darley or Claire Simmonds (depending on the day) will be the Duty Officer (phone number 01252 835 440). For residential trips a member of SLT will be the Duty Officer.

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that: All visit leaders will familiarise themselves with the published advice and guidance. Further information is available from OEAP National Guidance. Training for group leaders will be arranged, as necessary, to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis, for example swimming. No financial commitment should be agreed until all relevant approvals have been achieved. Those pupils who do not take part in off-site residential trips are offered a similar experience, where possible, within the school grounds and local area. This supports our fully inclusive policy at Frimley Junior School.

Inclusion- Who can benefit from educational visits at Frimley Junior?

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Frimley Junior School believes that educational visits should be made available to all pupils, including those with educational, physical or behavioural needs.

How can children's individual needs be accommodated? Where possible, reasonable adjustments will be made to accommodate all needs, to avoid participants being placed at a substantial disadvantage. Specific and stringent control measures will be put in place, via the risk assessment process, to minimise any potential risks posed by individuals and ensure that the visit is a safe and enjoyable experience for all.

Behaviour- What are the expectations of behaviour on a school visit?

The school behaviour policy, focusing on reward, choice and consequence, will be reinforced on all school visits. Clear boundaries and high expectations will be set. However, should an incident of unacceptable behaviour occur during the visit, and the Visit Leader perceives it as putting the individual, other children or adult helpers at a high level of risk, the parents/guardians will be contacted to arrange collection of their child. Should the parents/guardians be uncontactable or unable to collect their child, school will be contacted and an alternative arrangement will be made.

Parent/Carer consent- Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, as is good practice, we inform parents of these activities. Written consent is always requested for activities that need a higher level of risk management, for example our residential trips, those trips including 'adventurous activities', or those that take place outside school hours. Parents are informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity covered by the form. The school ensures that changes to parent / carer contact details and child medical details are up-to date. Visit leaders take the children's emergency contact details on the trip or during the school day have access to them via the school office. Following the trip and on return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken. Risk Assessment forms should be completed and lodged with the EVC via the EVOLVE system. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required.

Operation Duke –Visit Leader Emergency Card (an example of which is in the Appendix of this policy). Operation Duke is the name of the LA emergency response scheme, so called as the Duke of Edinburgh's Award Scheme has many groups away during the year. It provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LA who have been trained to assist if an emergency or serious incident occurs.

Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Headteacher, and where applicable is in accordance with Local Advisory Body policy. For all visits the Visit leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists. There will be a minimum of 2 adults on every trip. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits

are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment. However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. A first aid kit appropriate to the visit will be carried by staff on the trip.

Insurance

The school has appropriate insurance through the Risk Protection Arrangement (RPA) from the DfE.

Transport

Trips will always use LA approved coach companies (a list of approved companies is available on the EVOLVE site). Rarely, a private car (staff) may be used to transport young people. If this occurs then it must be approved by the Headteacher, and the individual staff member must hold the appropriate business insurance cover on their vehicle. If a parent chooses to allow their child to be transported by another parent (for example to a local sports match) then they do so at their own arrangement and risk.

Risk Assessment Proforma 2022-23

Venue	Date				Classes and pupil Numbers	Class G B Total:	Class G B Total:	Class G B Total:
	Party Leader:	Deputy Party Leader:	Duty Officer: School: 01252 835 440					
Address & Tel No.	Teacher							
Approved by EVC (sign and date):	Mobile No							
Approved by HT (sign and date):								
						Total Girls:		
						Boys:		
						All pupils:		

Coach Company						Telephone number	
Departure time		Expected time of arrival		Departure time from venue		Expected time of arrival at school	
Preparatory visits by staff	Date	Staff				Date of previous educational visit to venue	
Adults required		Names of adults					

Year group	Medical needs & support in place	Children who require extra support/provisions & support in place

TRANSPORT			
Hazards	Who is at risk?	Control Measures	Review
BEHAVIOUR/MISCONDUCT			
Hazards	Who is at risk?	Control Measures	Review
INJURY DURING EVENT			
Hazards	Who is at risk?	Control Measures	Review
		See activity specific risk assessments.	

INJURY DURING EVENT/VISIT

Hazards	Who is at risk?	Control Measures	Review

Equality Assessment:

Does the trip meet the needs of:	Yes (please explain)	No (please explain)	How will equality be achieved?
both genders, with equivalent facilities?			
pupils from all religious backgrounds? (i.e. does the trip clash with any religious holidays?)			
pupils from all races and ethnic groups?			
able-bodied and disabled pupils?			
the ages of all pupils attending?			