

SANDFIELD PARK

Educational Visits

Policy

2024

1. INTRODUCTION

This policy applies to any educational visits, outdoor learning and off-site learning carried out at Sandfield Park. This includes Sandfield School, ACE and Hospital Education. It covers areas that are specific to the needs of our pupils and how our school organises these activities.

We believe that children/young people derive a good deal of educational benefit from taking part in visits with our school. In addition, these activities significantly benefit children's mental health and wellbeing. They have the opportunity to develop skills and undergo experiences not available in the classroom. They also have the opportunity to undergo experiences they may not otherwise get in general. The purpose of this policy and guidance document is not to restrict or constrain these activities but to support them by providing a planning framework that clarifies and endorses the concerns for the health, safety and welfare of children/young people, staff and others.

The School's Policy on educational visits will be issued to all staff involved with educational visits, as it is good practice for all staff to be aware of available guidance and advice. Those involved with organising and undertaking educational visits must realise their legal obligations as regards health and safety, being 'in loco parentis' (where applicable) and in the importance of undertaking regular 'headcounts'.

2. EMPLOYER'S POLICIES & NATIONAL GUIDANCE

Our policy is based on and takes guidance from the Local Authority version, which in turn has adopted national guidance from OEAP however; we have amended aspects of the LA policy to reflect the needs of our school. For further details, please refer to the Local Authority Policy. In the event of an apparent conflict between our employer's policy, our school policy or National Guidance, our employer's policy must be followed and clarification sought from the EVC or management"

3. CLARIFICATION OF ROLES

Governing Body – should ensure that the Head Teacher and the Educational Visits Co-ordinator are supported in matters relating to educational visits including the provision of suitable resources and expertise to enable them to effectively fulfil their responsibilities.

Headteacher – should ensure that Educational Visits comply with relevant regulations provided by the LA, the Governing Body and the school's own Health and Safety Policy. Head Teachers should ensure that the Group Leader is competent to monitor risks and that there is somebody to fulfil the role of Educational Visits Co-ordinator who will be responsible for all off-site educational visits. That person should be fully aware of current LA policy and other advice.

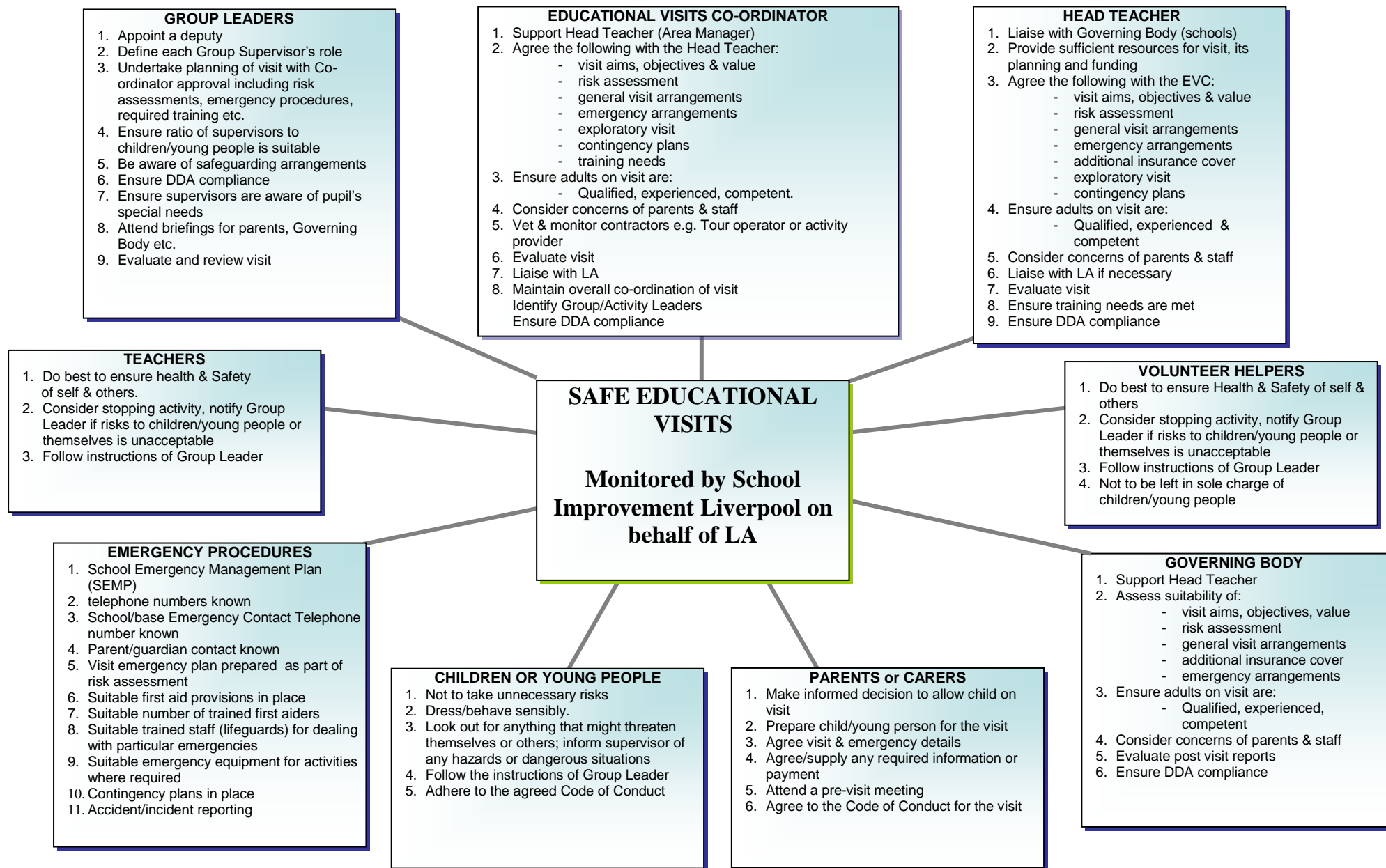
The Headteacher will ensure all organisational arrangements of the visit have been carried out which include:

Approval of the visit - The LA and / or the Governing Body have approved the visit where appropriate. The Headteacher has the final sign-off for visits on Evolve however can delegate responsibility to a senior leader when not available.

Funding; training of staff and others; the school has robust emergency procedures in place in case of a major incident on an educational visit; Medical requirements catered for; Contingency plans and that there is the opportunity for an evaluation of visit.

EVC – should be involved in the planning and management of all educational visits from start to end including all paperwork/Evolve form. The criteria for selecting the EVC follows National Guidance and will receive specific training to fulfil this role.

Group Leader - has overall responsibility for the supervision and conduct of those on the visit, and must have regard to the health and safety of the group. The Group Leader must have been either appointed or approved by the Head Teacher or the Governing Body.



4. PROCEDURAL REQUIREMENTS

- **RA** – generic risk assessments are reviewed on an annual basis, any visit falling out side of this will have a specific one completed. I.E. a school written RA taking into account the venue/site specific RA, hospital RA written in collaboration with Alder Hey Hospital.
- **Approval of staff to lead** – Headteacher will deem staff experienced and competent to lead on a visit.
- **Evaluation of external providers** – for new providers – school will endeavour to use a provider with the Learning Outside the Classroom Quality badge, if not a LA Provider Form will be completed for all visits that require LA Approval and a pre-visit will be completed where deemed necessary
- **Parental communication & consent** – annual consent forms are completed for visits during school hours and directly related to curriculum however, parents would be informed of visit. If it requires LA approval or is outside school hours or not part of curriculum then specific consent is also needed. This can include written consent via email or school app as it is directly linked to a parent.
- **Participation information and data protection** – information taken on visits includes pupil names, parent phone numbers and pupil risk assessment. Paper copies are kept secure during visit and disposed of on return. Each member of staff will also take a basic emergency plan. It is possible to upload copies of documentation to evolve which can be accessed by staff during the visit.
- **Prior notification and approval of visit plans** – notice period from LA is 2 weeks. School requirements – approval from Headteacher or Head of School before booking the trip. 2 weeks before trip - Evolve (unless school exempt)/Pink Form/RA, parent consent, LA approved ones are given to governors to sign off.
Pink forms only – these are the visits classed as local area and only require EVC approval - places close to school and take place on a regular basis and do not require LA approval
- Any types of visit that should be **approved only after consultation with an external adviser**
- **‘Checking out’ and ‘checking in’** before, during and after a visit – all staff sign out on InVentry. Sandfield pupils are checked out by staff in the ‘signing-out’ book as they are leaving site, ACE pupils sign out of InVentry. In both cases, a list is given to the office who will ensure this is recorded on Arbor.
Checking in – staff sign in on InVentry on return
Staff will contact the office if a child arrives to take part on the trip late who has not been registered in class.
For long journeys, staff will contact school to inform of safe arrival
- **Emergencies** – all trips will have a **basic emergency plan**. On occasion, those staff/pupils cannot gain access to school due to an emergency during school hours a buddy **school will be contacted to support and provide a base for safety.** (St Edwards TBA). If this should happen out of school hours a local venue will be contacted for support (local leisure centre)

5. MONITORING– 3 monitoring sessions will take place per year.

The following areas will be monitored throughout the course of the year:

- Monitoring roles of EVC, Headteacher, senior staff and governing body
- Requirements for reporting of accidents, near misses, incidents and concerns
- Requirements for other reporting
- Notification and approval procedures
- Focus and extent of monitoring through any ‘field’ observation

6. INDUCTION/TRAINING

New staff to the school will receive the following where applicable: **Evolve account** and introduction, a copy of the EV Policy, requirements for record keeping. This is to ensure there is succession planning to ensure the sustainability of visits.

7. RISK ASSESSMENT AND RISK BENEFIT ASSESSMENT

The LA risk assessment template is used. Generic risk assessments will be used where appropriate (either school or LA).

Requirements or guidance specific to our school should be included including transport arrangements.

The recommended staff/pupil ratio as per LA policy will be used as a guideline for Years 7 to 13:

Local visits 1:15

Day visits 1:15

Residential 1:10

These ratios will be higher for groups where there are individual pupil needs requiring further staff support.

8. LEVELS OF VISIT

Category A

These activities that present no significant risks. They should be supervised by a teacher who has been assessed as competent by the LA or Educational Visit Co-ordinator, where appropriate, to lead the activity. Examples include walking in parks or field studies in environments presenting no technical hazards.

Local Area Visits only require a pink form completing.

Category B

These comprise some higher-risk or higher-profile activities. LA approval is required for this category of activity. Safe supervision requires that the Group Leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The Group Leader will have to be approved as suitably competent by the LA, and hold any necessary qualification/award. Examples include; walking in non-remote country, camping or cycling on roads.

Category C

This is the most demanding category. It includes all those activities that if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996. LA approval is required for visits in this category. In the case of sports, where safe supervision requires the leader to complete some prior test of his/her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body.

The range of visits offered to children and young people is further categorised by whether the visit is to be residential or abroad: -

- i) **Visit as part of a regular curricular activity within School with non-hazardous activities - Category A;** e.g. a visit to the local park or library.
- ii) **Visits not usually part of the school day that may extend beyond the end of the school day – Category A;** e.g. a visit to Chester as part of a 'Romans' topic.

THESE VISITS WOULD JUST REQUIRE A PINK FORM COMPLETED (SEE APPENDIX) AND A RISK ASSESSMENT OF THE ACTIVITY. A SUBMISSION TO EVOLVE IS NOT REQUIRED.

- iii) **Visits including an overnight stay – Category B;**
- iv) **Visits of one day or less involving hazardous activities – Category B/C;** e.g. visit to do rock climbing or abseiling.
- v) **Visits including an overnight stay and involving hazardous activities – Category B/C;** e.g. staying in an outdoor activity centre and taking part in canoeing or other hazardous activities.

LA approval is not required for visits in categories (i) and (ii),
 LA approval is required for all visits in categories (iii), (iv), and (v).

The LA will undertake sample monitoring of all educational visits.

9. **APPROVAL PROCESS**

Category A level of visit requires EVC/Headteacher approval. Local visits approval of EVC. 2 weeks' notice is required.

10. **ASSESSING VENUES & PROVIDERS**

– For providers who do not hold external accreditation, a provider statement should be completed. You should seek from the provider any information specifically aimed at helping visit leaders to manage the visit.
 The EVC/Headteacher will determine which visits require a preliminary visit by staff.

11. **VOLUNTEERS**

– will not act as Visit leaders and will be inducted by the Visit Lead. They will be supervised by a member of school staff on the visit.

12. **EMERGENCY PROCEDURES**

Education Visits Basic Emergency Plan will be completed and followed. The emergency contact should have 24/7 access to all details of the visits, including medical and next of kin information for staff and young people for residential visits.
 Any incident requiring medical attention must be reported to the outdoor education adviser using the reporting form on EVOLVE.

13. **BEHAVIOUR**

It may be acceptable to exclude someone from a visit or activity if their potential behaviour presents a significant, unmanageable or unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit. If someone is excluded because of their behaviour, alternative ways of achieving the same learning outcomes should be considered.

Expectations of behaviour must be communicated to pupils prior to the visit.

14. **INCLUSION** – The following principles are followed:

There is a presumption of entitlement to participate
 Accessibility through direct or realistic adaptation or modification
 Integration through participation with peers.
 Expectation of staff must be reasonable so that what is required of them is within their competence and is reasonable.

15. **INSURANCE** – this is provided through the Local Authority Policy

16. FINANCE

Any financial arrangements between the Local Authority and schools / youth facilities may vary over time and for different services. It is therefore advisable to contact the LA if there is any doubt regarding educational visit or activity funding arrangements.

CHARGING FOR SCHOOL ACTIVITIES

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Educational Visits

Schools cannot charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the child/young person is being prepared for at the school, or part of religious education
- For the cost of supply teachers to cover for those teachers who are absent from school accompanying children/young people on a residential visit.

Schools can charge for:

- Board, lodging, and the charge must not exceed the actual cost.

Transport

Schools **cannot** charge for:

- transporting registered children/young people to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered children/young people to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a child/young person to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to the parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to contribute.

It is important to note that no child/young person should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

17. **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.

Appendix – includes forms which you may wish to use

Hazardous Activities

The activities listed below require LA approval. Please complete an EVOLVE submission and submit it at least 28 days in advance.

You must indicate the appropriate type of activity (The submission may cover more than one field):

Is this a **Residential** visit/activity?

Will this event include an **Adventurous Activity** led by an External Provider (not school staff)?

Will this event include an **Adventurous Activity** led by a member of school staff

Hazardous activities include:

Multi Activities - led by External Provider such as Calvert Trust

Abseiling

Air activities (excluding commercial flights)

All activities in 'open' country (see guidance)

All other forms of boating (excluding commercial transport)

Archery

Bouncy Castles - Not to be used by School

Camping

Canal boating

Canoeing

Caving / potholing

Climbing

Coasteering/coastal scrambling/sea level traversing

Expeditioning

Farm Visits

Fishing

High level ropes courses

Hill walking and Mountaineering

Horse riding

Ice Skating

Kite flying/surfing

Low and high ropes courses

Moorland, fell and mountain activities

Motor sport - all forms

Mountain Biking

Off road cycling

Open country activities and field studies

Orienteering

Paintballing

Rafting or improvised rafting

River/gorge walking or scrambling

Rock climbing (including indoor climbing walls)

Rowing and Sculling

Sailing / windsurfing / kite surfing

Shooting and archery

Skiing - Indoor or Dry Slope

Snowboarding

Swimming (all forms, excluding UK public pools)

Theme Park Visits

Trampoline Parks - Not allowed by LA and will not be approved

Underground exploration

Use of powered safety/rescue craft

Walking near Water (such as beach or canal)

'Extreme' sports

This list is not exhaustive; if in doubt seek advice from the LA Outdoor Education Officer.



Educational visits basic emergency plan

COLLABORATIVE
WITH PURPOSE
KNOWLEDGE
INTEGRITY



Visit Lead	
Assistant Visit Lead	
Visit date	
Visit Location	
Adults attending	
Number of children attending	

School Emergency contact & Number	
Visit Lead number	
Assistant Visit lead number	
Niki Horton – SIL	07921284785

Staff responsibilities in an event of an emergency

First Aid	
Contact school	
Contact emergency services	
Supervise children	
Meeting point	

EVALUATION OF THE VISIT

Why Evaluate	<ul style="list-style-type: none"> • The reasons for evaluation include: <ul style="list-style-type: none"> ➤ It is required as part of risk management ➤ To determine if the visit aims and objectives have been achieved ➤ To reflect on the effectiveness of the planning ➤ To improve the organisation of future visits ➤ To review near misses and other safety issues
What to Evaluate	<ul style="list-style-type: none"> • The following should be considered in an evaluation: <ul style="list-style-type: none"> ➤ How well the objectives of the activity were met ➤ The effectiveness of initial planning (staff and safety) ➤ Legal requirements ➤ Effectiveness of the risk assessments ➤ Administration systems ➤ Effectiveness of contingency plans ➤ Group management ➤ Incident and near misses
How to Evaluate	<ul style="list-style-type: none"> • Consider the following methods of evaluation: <ul style="list-style-type: none"> ➤ Debrief the group, staff and others involved ➤ Reflection by the Group Leader ➤ Reports of the visit
When to Evaluate	<ul style="list-style-type: none"> • An evaluation should be undertaken: <ul style="list-style-type: none"> ➤ Before leaving the venue ➤ Soon after arriving at base
Who is the Evaluation for	<ul style="list-style-type: none"> • Consider who the evaluation is for: <ul style="list-style-type: none"> ➤ Parents ➤ Facility or school management/Governors ➤ Group Leader

School or Service Name :	
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Appendix two - Risk Assessment (Form 2)

Risk Assessment and Risk Management Record

School/Youth Group [Click here to enter text.](#)

Learning activity [Click here to enter text.](#)

Group Leader [Click here to enter text.](#)

Other staff [Click here to enter text.](#)



Group size [Click here to enter text.](#)

Supervision ratio [Click here to enter text.](#)

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL			CONTROLS FOR MANAGING THE RISKS	REMAINING RISK		
	High/Med/Low						
	Severity	Prob	Level (S x P)		Severity	Prob	Level (S x P)
Heading							
•	1-5	1-5	select	•	1-5	1-5	select
•	1-5	1-5	select	•	1-5	1-5	select
•	1-5	1-5	select	•	1-5	1-5	select

Form Completion date: _____

Risk Assessment Matrix

		Severity 				
		1	2	3	4	5
Probability 	5	Med	Med	High	High	High
	4	Med	Med	Med	High	High
	3	Low	Med	Med	Med	High
	2	Low	Low	Med	Med	Med
	1	Low	Low	Low	Med	Med

Points the Group Leader or team to be aware of	

