

Evolve Academy

Educational Visits Policy

October 2023

1	Summary	Educational Visits Policy			
2	Responsible person	Nigel Hall			
3	Accountable ELT member	Matthew Long			
4	Applies to	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Support Staff <input type="checkbox"/> Teaching Staff			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Matthew Long			
8	Ratifying committee(s) and date of final approval	APRC			
9	Version number	1.1			
10	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust Website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy Website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Staff Portal <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
11	Related documents (if applicable)	Curriculum policy Safeguarding policy			
12	Disseminated to	<input type="checkbox"/> Trustees <input checked="" type="checkbox"/> All Staff <input checked="" type="checkbox"/> Support Staff <input checked="" type="checkbox"/> Teaching Staff			
13	Date of implementation (when shared)	October 2023			
14	Date of next formal review	October 2024			
15	Consulted with Recognised Trade Unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

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1. Purpose of the policy

Evolve Academy recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

1.1. Risk Assessments will, as a minimum state:

- the educational purpose of the visit,
- its aims and objectives
- how it conforms to the school's curriculum aims
- Identify the leader of the trip

1.2. Risk Assessments will be used to provide assurance that each visit is methodically and suitably planned.

1.3. Approval of visits will be outlined within the arrangements section of this policy.

1.4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined.

1.5. Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, EV VN2.

1.6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

1.7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.

1.8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.

1.9. As part of the induction process parents give consent for their child to take part in educational visits.

2. Organisation

Responsibility for educational visits rests with the Headteacher (Mr Long)

2.1 Headteacher

2.1.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Evolve academy and Wakefield Council's health and safety policies and procedures.

2.1.2 The Headteacher will authorise all visits

2.1.3 The Headteacher will review samples of the feedback forms.

2.2 Educational Visits Co-ordinator (EVC)

2.2.1 The school's Educational Visits Co-ordinator is Mr Hall

2.2.2 They will undertake duties as agreed between them and the Headteacher.

2.2.3 The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance and will have attended the EVC training provided by Wakefield Local Authority.

2.2.4 The EVC will train staff in completing risk assessments effectively

2.3 Visit Leader

2.3.1 The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

2.3.2 The Visit Leader will ensure that the Evolve system is completed, a Risk Assessment form and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.3.3 The Visit Leader will ensure that all parents/carers of children on

their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.3.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

2.3.5 The visit leader will undertake regular head counts of pupils throughout the trip.

2.3.6 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.

2.3.7 The Visit Leader will review their trip on the Evolve system.

2.3.8 The visit lead to ensure all staff are briefed on the risk assessment

2.3.9 The visit lead ensure an EV-VN2 is completed as necessary

2.4 Supervisory staff

2.4.1 All staff assisting with supervision on any trip will be conversant with the risk assessment for the Educational Visits. They should feel confident to challenge any unsafe practice observed.

2.4.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. All staff assisting with supervision will ensure that First Aid equipment and any necessary medication is taken, and the risk assessment is kept safe and secure. The visit lead must brief all the staff of the identified risks before the trip takes place.

2.4.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader.

2.4.4 Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

3. Arrangements

3.1.1 The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit.

	Category	Latest date for submission to Headteacher
1	Local / Low Risk	2 weeks
2	Non-Routine Visits / Further Distance / Medium Risk (e.g. Swimming)	4 weeks
3	Residential / Abroad / High Risk	6 weeks

In exceptional circumstances the Head may grant a shorter period for local or continuing activities outside of the two-week time scale.

3.1.2 The Risk Assessment notification must be completed for all visits.

3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s) and provide emergency contact number(s) and all relevant medical details.

3.1.4 Where pupils regularly visit the local area as part of their curriculum school will seek permission in writing from parents annually which enable school to take pupils out of school into the local community as part of the regular and planned curriculum. This will include regular timetabled activities such as Community Education and Shopping visits or walks in the local community.

3.1.5 If the trip is not a regular/routine visit, a separate letter, seeking parental permission, should be sent to parents by the trip organiser with authorisation of the EVC and Head teacher. E.g. a full day trip at the end of a term, a trip which arrives late back to school meaning a change to transport arrangements.

3.1.6 Where coach or minibus travel is to be used it must be in accordance with the academy minibus policy

3.2 Notification

3.2.1 Notification will be made using the Evolve electronic system supported by Wakefield health and safety team.

3.2.2 The Visit Leader is responsible for planning the visit, carrying out appropriate risk assessments and taking into consideration and drawing attention to the needs of the group. This must include physical needs, medical conditions, required medication as well as any behaviour plans.

3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.

3.3.2 A record must be kept of all such instances for evaluation and review purposes.

3.3.3 Any accidents or near misses that occur during a visit will be reported the EVC and these will in turn be reported to the LA representative.

3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Wakefield Council.

3.4 Monitoring

3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

3.4.2 On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body may accompany a group.

3.4.3 The school may also request Wakefield Council's Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

3.5.1 The review will be completed on the Evolve system.

3.5.2 Every visit will be reviewed by the Visit Leader. The Visit Leader will report any significant issues with the visit to the Headteacher and EVC.

3.5.3 The results of the evaluation and review process will be

available to the Headteacher.

3.5.4 The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

3.6 Variations to regular trips out of school

3.6.1 If a trip is part of a weekly timetable for a group then some staff changes may be required to enable pupils to access their curriculum as planned. The amendment will be made by the trip leader and added as a note to the Evolve system.

3.6.2 In the situation where the Trip Leader is absent from school the EVC in conjunction with the Headteacher (or other member of SLT if the Head is not present) will decide if the supporting member of staff is able to act up to trip leader. In this case all parties will be satisfied that the staff member knows the group sufficiently well, is familiar with the risk assessment and can act as trip leader. A note outlining this will be added to Evolve.

4. Appendix A - Visits Out Of School Procedure


Trip/Visit

EVC Check List and Trip Leader Check List

Procedure	Leader	EV Admin	EVC
Planning			
Seek permission from SLT to run the trip.			
Add to the school calendar			
Check availability of minibus /driver or look into coach bookings and funding. Using the online calendar. Admin to contact Coach companies /Contact EOCT bus.			
Look at involved costs and ensure this can be met appropriately.			
Complete all relevant bookings			
Complete Evolve and upload relevant documentation. Risk assessments, itinerary etc. Ensure pupils names are on the risk assessment. Trip leader will demonstrate they have a good awareness of groups needs and potential. EVC to read all risk assessments and raise any concerns questions and discuss with trip leader.			
Complete Consent letter			
Signed copy of letter sent out to parents - please supply a copy to admin via email so they are aware of letters being distributed.			
Pre-trip visits has taken place and any risk assessments amended as required.			
Any concerns over the trip should be discussed with the EVC.			
Packed lunches ordered or lunched cancelled as required a week before.			
Trip Prep - high vis, medication, any required resources etc.			
Student contact details printed out from Integris. EVC admin to provide in an envelope with a confidential sticker and highfield address unsealed so that the Trip leader can put risk assessment in and seal when all staff have read before they go out on the trip.			
Medical staff informed and spoken to about any additional requirements			
Permission slips collected and recorded by the trip leader. These can be scanned / photographed and uploaded to Evolve.			

<p>Day of visit</p> <ul style="list-style-type: none"> ● mini bus checked for defects (if required) ● medication collected and check pupils who carry their own inhalers and meds. ● Sealed copy of risk assessment, medication list attached to documentation, pupils contacts ● Check pupils have the right clothing, footwear etc <p>Post-Trip</p>			
<p>Medicine is returned to the Medical room, first aid kits etc are handed back. The minibuses are left in a clean state. Any variations, near misses or accidents will be reported to the Headteacher or EVC.</p> <p>They in turn will follow procedure and report as required to the relevant body.</p> <p>Any variations are noted on Evolve by the trip leader for future reference.</p> <p>In light of any incidents , risk assessments are updated to reflected what is known for the next visit if one is planned. Evaluation is added to Evolve.</p>			

5. Appendix B - Risk Assessment form

Directorate	<input type="checkbox"/> Adults, Health and Communities <input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Regeneration and Economic Growth <input checked="" type="checkbox"/> Schools	Name of School/ Academy/ Team			
Risk Assessment for	Educational Visits	Ref no	GRA 1	Date completed	
Occupation/activity/task	All Educational Visits - GENERIC			Review date	
Location of Visit/Activity				Date(s) of visit/Activity	
Assessor name(s) (Should be the visit leader)					
Student's attending:					

SECTION 1

1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low insignificant injury	1	2	3	4	5
	Low Minor injury Verbal abuse	2	4	6	8	10
	Moderate Threatening behaviour Serious injury	3	6	9	12	15
	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	4	8	12	16	20
	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality	5	10	15	20	25

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:-

- Employees
- Young People
- Pupils

SECTION 2

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i>	Those at risk	How they might be harmed? <i>e.g. sprains, strains, lacerations etc.</i>	What are you already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Risk Rating Severity x Likelihood <i>Scores of 10 and above require further action. See section 3</i>
01 Exposure to weather	Young people, staff	Cold injury, heat injury , over exposure to sun	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) • Plan for young people who may/do not bring suitable kit- check before departure and/or bring spares • Daily weather forecast obtained and plans adjusted accordingly 	
02 Young people lost or separated from group, inadequate supervision	Young people	Anxiety	<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles • Ratios in line with LA policy • Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) • Discuss itinerary and arrangements with young people • Briefing to all on what to do if separated from group • head counts by leaders particularly at arrival/departure points, and when separating and reforming groups 	
03 Illness or injury	Young people/staff		<ul style="list-style-type: none"> • Group leader to have a good working knowledge of first aid • Leaders know how to call emergency services (including overseas if applicable) • Young people and parents are reminded to bring individual medication and this is kept securely • first aid and travel sickness equipment carried • Mobile phones carried if available 	

				<ul style="list-style-type: none"> Emergency contacts with establishment/management team and parents arranged 	
04	Animals, insects, poisonous plants etc	Young people and staff	stings, skin rashes, hives, anaphylaxis	<ul style="list-style-type: none"> Avoid known high risk situations Take necessary avoidance action if encountered Ensure those with known allergies carry medication 	
05	Special needs of specific young people – medical, behavioural	Young people		<ul style="list-style-type: none"> Obtain information from parents Take advice from SENCO if appropriate Make necessary arrangements for individual young people including individual risk assessment / care plan and additional staffing as necessary 	
06	Leaders' own children	Young people, other children and staff		<ul style="list-style-type: none"> If staff or volunteers' families join group, supervision must not be compromised Staff children are similar age to group and supervised with young people or separate supervision must be arranged 	

SECTION 3

3.1 Action Plan

Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

6. Appendix C - Example Annual Letter to Parents

Dear Parent / Guardian,

As part of the curriculum students will spend time in the local community on a regular basis.

This may be walking to the local shop, park or other facilities as part of a small group.

Students may also travel by school minibus to local facilities, supermarkets, shops, local museums and parks or cafes. This is part of the school's planned curriculum.

You will be made aware when your child is accessing the local shops as part of their timetable in Community Education. Pupils can bring into school £1 a week to spend. As part of school rules, we do not allow pupils to purchase energy or fizzy drinks.

If any trips are planned additionally that we do not happen on a regular basis you will receive details and a further permission slip.

We will also provide further details and a permission slip when your child starts to access public transport as part of their Community Education curriculum.

Please complete the permission slip below and return to school.

If you have any queries please contact us on (01924) 200752.

Yours sincerely

Deputy Head Teacher
& Educational Visits Co-ordinator

Pupil Name: _____ Class _____

I give permission for my child to walk or travel in the school minibus to local facilities, supermarkets, shops, local museums and parks or cafes.

I understand that this is part of the school's planned curriculum.

Signature _____ Date: _____

7. Appendix D - Example Letter to Parents

Date:

Dear Parent / Carer,

I am writing to let you know that a trip has been arranged for your child's class, as part of _____.

We will be going to _____ on_____. We will be leaving school at _____ and will return at approximately _____ in time for the normal school transport home.

We have already spoken about this activity in the class so your child will be aware of what is expected when they go outside the school premises. They will need to take with them _____(warm jacket / drink etc.). If your child is entitled to a school meal, a packed lunch will be made available.

In order that your child can take part in this trip , would you please complete the slip at the bottom of this letter and return it to school as soon as possible, otherwise your child will not be able to join us due to insurance regulations. In compliance with the Local Authority regulations, the party leader has completed the school's statutory risk assessment procedure.

Yours Sincerely

Class Teacher/ Teacher in Charge of / Teaching Assistant etc

Educational Visit: To be added by Teacher

Date: To be added by staff

I give permission for my child _____(please add name) to go on the trip to _____ on_____.

And I have spoken to them about expectations whilst out of school.

Signed:_____ Date:_____