



Co-op Academy
Oakwood

Oakwood Primary Academy

EDUCATIONAL VISITS POLICY

AIMS

Through educational visits we aim to:

- Widen children's interests and experience
- Develop personal and social skills
- Extend children's knowledge and understanding of the world
- Provide an experience that can not be recreated in the classroom

A visit is defined as any off-site activity. All visits must be planned on the EVOLVE system and any visits that include adventurous activities/water must be submitted and authorised 4 weeks before the date of the visit.

PLANNING PROCEDURES/ORGANISATION

Planning a visit:

1. The Visit Leader will fill in the School Visit Planning/Request Form (Appendix 1) stating where and when the visit will take place. This should be submitted to your Key Stage Leader and copied to the EVC (M. Vaughan)
2. If the trip is approved by the heateacher; the cost implications of the visit will need to be fully considered, the EVC will arrange to book the venue and transport. The Visit Leader and Key Stage Leader will then be given these details on a Visit Confirmation Form (Appendix 2) along with a list of provisional staffing, the suggested voluntary contribution and a draft consent letter.
3. The Visit Leader should make sure that the visit is put on the EVOLVE system – M Vaughan will provide technical support if necessary.
4. **The School Office** will inform the Kitchen staff if lunches are needed and confirm with the EVC that this has been done (Appendix 3).

Before the visit the Visit Leader must make sure:

1. Appropriate pre-visits have taken place.
2. Send parental consent letters out far enough in advance to give parents the opportunity to pay the voluntary contribution.

3. Ensure that adults going on the visit know the necessary details. Volunteers must complete the necessary volunteer forms.
4. Complete a risk assessment for the visit and ensure all adults read and sign it. Risk Assessments can be found on EVOLVE and need to be amended to suit your specific visit. Copy of risk assessments to be given to EVC.

Class teachers / LSA's to ensure that any voluntary contributions are recorded on a class list and that money is sent to the office daily. Please make sure the office signs to confirm they have received this.

When all the money has been collected the final total must be tallied and the class list given to the office.

On the day:

1. Leave a list of all children going on the visit in the office and complete a Visit Information Form (Appendix 4)
2. The Visit Leader must carry risk assessments, list of children, emergency contact details and a mobile phone during the visit.
3. First Aid Kit and medication must be carried by the appropriate/nominated member of staff.

After the visit

1. Permission slips and paperwork to be returned to EVC.
2. Fill in the Educational Visit Evaluation and Review Form (Appendix 5).

SAFETY

A pre-visit must be carried out by a member of staff prior to the visit if they have not been there in the last 12 months prior to the visit. Even if the venue has been visited in the last 12 months the leader must check there have been no major changes. The group leader must complete the necessary risk assessments and attach them on EVOLVE. Once the risk assessments have been checked by the EVC they are to be printed and signed by all the adults (incl. adult helpers) going on the visit. Copies of these must be carried by the group leader during the visit, and one copy should be given to the EVC to be kept in the Educational Visits file.

If the visit is in Category 3 (requires an overnight stay), permission must be given by the Headteacher and the Chair of the Governors before the visit can go ahead. The visit must be submitted for authorisation at least 4 weeks before the date of the visit.

The Education Director and Governing Body must be notified formally of all high risk and /or overnight trips or visits. This should be done through Governing Body Meetings and at Termly Review meetings.

If safety is in doubt the visit must not take place.

Children in all year groups must wear a school wristband or a high-vis jacket with school contact details on at all times whilst travelling or in a public space (available from the office). These should be removed during activities if causing a hazard and can be removed when in a residential setting or on a secure site.

Stopping an activity or visit

If, during the course of the visit, the level of risk to any pupils is assessed as being unacceptable, the group leader must stop the activity. If the level of risk is unacceptable and the group leader is reluctant to stop the activity other adults must overrule the group leader. This must be reported to the Headteacher.

EMERGENCY PROCEDURES

The following items must be taken on the visit:

- Risk assessments
- Medication needed by individual children – including inhalers
- Mobile phone with school contact number (if visit is outside school hours, contact numbers for a member of the Leadership Team must be carried).
- First aid kit
- Contact details of the parents/carers (only to be used if contact cannot be made with school)

In case of emergency the Visit Leader should contact the School/member of the Leadership Team, and emergency services if necessary. Direct contact with the parents/carers should only be made by the group leader if contact cannot be made with school or member of the Leadership Team. If the group plan to split up as part of the activities, all adults in charge of a small group must have the Leader and Deputy Leader's mobile contact details, and carry a mobile phone themselves.

STAFFING

When deciding on staffing, the overriding factor must be the safe supervision of children. All visits must have at least two members of school staff in attendance

The number of adults needed for the visit will be determined by the age/needs of the group and the type of visit.

Below is a guide and should be used as a starting point for consideration and are not definitive – ratios should be determined through risk assessment:

(For trips in the Foundation Stage ensure all Early Year Statutory Guidance is adhered to).

Nursery 1:4

Reception 1:5

Years 1/2/3 1:6

Years 4/5/6 1:10

There is additional guidance available for regular local trips – the ratios for these do not have to be as high. Please refer to national guidelines as appropriate <http://oeapng.info>

The decision will be made by the class teacher in conjunction with the EVC when planning the visit. All adults will need to have signed the risk assessment to state they have been read and understood.

Role of the group leader

During the visit the Group Leader has overall responsibility for everyone in the party. They have responsibility for doing the following:

- Carry the relevant documents such as risk assessments, maps, tickets, list of children at all times
- Do a head count at regular intervals during the visit
- Ensure that the children are supervised by an adult at all times
- Remove children from the activity if they are acting in a way which puts safety at risk. If this then reduces the required level of supervision then the activity must be stopped. This may involve changes to the risk assessment.

CHARGING

Please refer to the Charging Policy

No child is ever prevented from attending a visit because their parents/carers have not made a contribution.

BEHAVIOUR

Occasionally it may not be appropriate, on the grounds of safety, for some children to attend a particular visit. This decision will be made by the EVC// Visit Leader/ in consultation with the Headteacher during the planning stage of the visit. Parents will need to be informed.

Children with special educational needs in relation to behaviour, emotional or a medical condition may need individual support during the visit. Extra adults must be planned for in advance and the risk assessment must include this.

TRANSPORT

Coaches

- Coaches will only book coaches from providers used by LCC or other Trust Schools
- Only 1 child per seat, i.e. 2 children per double seat, is permitted
- Seatbelts must be worn at all times
- Children may not sit on the middle seat at the back, next to the emergency exit or on the 2 front seats
- An adult must sit near the emergency exit(s)

Minibus

- Drivers must be approved by the Trust and fully MIDAS trained
- A member of staff must sit in one of the rear seats
- Only one child per seat
- Seatbelts must be worn at all times

Cars (Please ensure that the Driving at Work Policy is fully adhere to).

- The member of staff must be insured to carry children (business use)
- Full booster seats must be used by children who are under the height of 135cm (approximately 4ft 5ins)
- Seatbelts must be worn at all times
- The appropriate form for use of a private vehicle must be completed and a relevant risk assessment carried out.

Walking

- A member of staff should be at the front and the back of the line. Any other adults should be spread out amongst the children
- Children should walk in pairs or in single file
- When crossing a road, if the traffic must be stopped, the adult should wait for a safe break in the traffic or until the traffic has stopped. Children should cross in their lines.

Medical Needs

- If there is a need to administer medicine during the trip this will be done in line with Administering Medicine Policy.
- Where a child has significant medical or care needs an individual risk assessment and /or care plan will be put in place to ensure all needs are appropriately met.

RESIDENTIAL VISITS

Residential visits must be planned and organised by the EVC and the designated Group Leader. The visit must be submitted and authorised 4 weeks before the date of the visit.

Additional forms need to be completed for Residential Visits and Category 3 visits. These need to be completed at least 6 weeks before the visit takes place.

Parental consent forms, medical information, emergency contact details, copies of documents and risk assessments must be taken on the residential visit by the group leader.

Date: September 2018

Next Review date: September 2019

OAKWOOD PRIMARY ACADEMY
SCHOOL VISIT PLANNING/REQUEST FORM



Please complete this as early as possible to ensure everything can be arranged in time.

Please return form to Michael Vaughan.

Name of group leader:

Classes/Class:

Venue:

Proposed date/s of Visit:

Proposed Timings:

Depart from School:.....

Return to School:

Approximate number of children:

SEN (1to1) support required?:.....

SEN to attend:

Activities/workshops to book:

1.....

2.

3.



OAKWOOD PRIMARY ACADEMY
SCHOOL VISIT CONFIRMATION FORM
(Notification from School office)

To: (Group Leader):

Your visit has been arranged.

Class/Year Group:

Venue:

Date:

Number of children:

Number of Adults:

Total numbers:

Coach Company/transport:

Timings:

Pick up:

Return to school:

Costs:

Provisional Staffing:

1.

2.

3.

4.

5.

6.

7.

Risk Assessments needed:

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OAKWOOD PRIMARY ACADEMY

SANDWICH REQUEST FORM
(sent to the Kitchen by the School Office)

Date of visit	
Time required	
Number required	
Dietary needs (Specify numbers)	Vegetarian: Halal: Gluten free: Other: (specify)
Date of request	
Requested by (print name)	
Signature:	

Received by kitchen	Name (Print)	Date
Signature		

APPENDIX 4



OAKWOOD PRIMARY ACADEMY

VISIT INFORMATION FORM

(This form is to be completed on the day of the visit by the Group Leader and left at the office)

LOCATION: _____ **DATE:** _____

YEAR GROUP: _____

(A class list or complete list of the children who have gone on the visit must be attached)

LEADER: _____

LEADERS MOBILE NUMBER: _____

(A School mobile should be taken)

OTHER STAFF/VOLUNTEERS:

1. _____

2. _____

3. _____

4. _____

5. _____

SECOND MOBILE CONTACT: _____

EXPECTED TIME OF RETURN: _____

CHECK LIST FOR LEADER

- First aid kit
- Medicines with group leaders
- Risk assessments
- Emergency contacts
- Mobile
- Lunches
- Money (if needed)



OAKWOOD PRIMARY ACADEMY

EDUCATIONAL VISIT EVALUATION AND REVIEW FORM

Details of Visit

Dates of visit	
Visit to	
Group Leader	

Evaluation details

Educational Benefit/relevance to new curriculum	
Organisation of the visit	
Suitability of activities for pupil group taken	
Standard of provision for activities	
Standard of provision of Equipment	
Standard of provision for food and other catering	
Standard of provision of travel company/ courier	
Any other details requiring Comment	

Review details

Outline aspects of the visit that should be changed for future visits	
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Signed Group Leader:

Date:

APPENDIX 6

DEFINITION OF CATEGORIES

CATEGORY 1	
Definition	Curriculum based activities, e.g. Swimming, local walks, which take place during the school day
Approval	By Visits Co-Ordinator and Headteacher
Parental Consent	Required at the start of the Academic year or upon entry to school
Risk Assessment	Needs to be completed for all parts of the activity, including transport

CATEGORY 2	
Definition	Day visits e.g. Museum visits, Temple Newsam
Approval	By Visits Co-Ordinator and Headteacher
Parental Consent	Written consent required for each visit
Risk Assessment	Needs to be completed for all parts of the activity, including transport

CATEGORY 3	
Definition	Residential visits in the UK e.g. Lineham Farm, Robinwood, as well as Day visits which involve adventurous activities (eg. Paddling, climbing wall etc.).
Approval	By Visits Co-ordinator and Headteacher and Chair of Board of Governors
Parental Consent	Copy of form EVH2 form to be completed by Parents
Risk Assessment	Generic risk assessments will be sent to the school from the residential centre. Additional forms to be completed by the Visit leader 4 weeks prior to the visit.