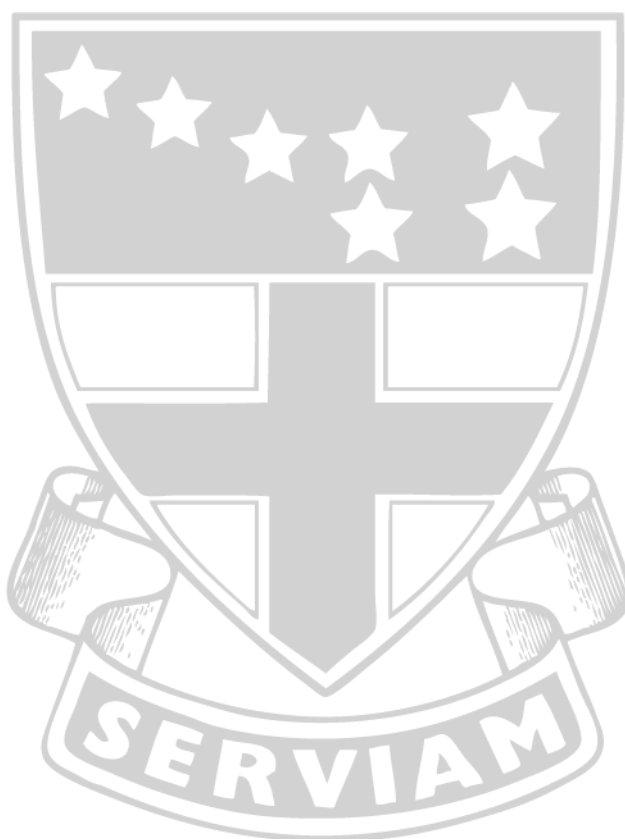




EDUCATIONAL VISITS POLICY



Date of Review: July 2024

Date of Next Review: July 2026

EDUCATIONAL VISITS PROCEDURES FOR BOTH DAY AND RESIDENTIAL TRIPS

The following is a specific guide to policy and practice in St Angela's and all staff are required to follow it.

It provides a clear outline of what must be done when organising and taking educational visits, and also serves as a checklist.

All organisers and leaders of educational visits must follow the guidance issued by Newham Education Department in their booklet **Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2022**

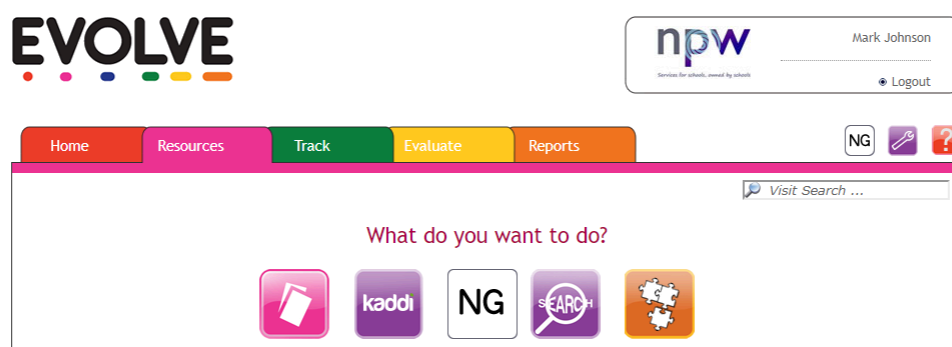
Copies are available online.

Also excellent are **A HANDBOOK FOR GROUP LEADERS (Dfe 2001) - HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS (HASPEV 1998)**, and the HSE document **SCHOOL TRIPS AND OUTDOOR LEARNING ACTIVITIES: TACKLING THE HEALTH AND SAFETY MYTHS**.

However, where there are differences between the Newham guidance and that of the Dfe, (Health and Safety Dfe Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies) the Newham guidance must be followed as it has been drawn up taking into account local factors. For the most up to date information please refer to:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

The school uses **EVOLVE** for the submission, quality assurance and monitoring of all educational visits.



The Resources page of EVOLVE gives helpful links to national guidance (OEAP)

EDUCATIONAL VISITS DURING THE SCHOOL DAY

1. Discuss proposed visit with Line Manager

Before any visit requests go to the Headteacher, they need to have been discussed with your line manager. The LOTC quality badge can help make decisions about the visit you would like to organise, visit their website to see if your activity is listed <https://www.lotc.org.uk/>

2. Get permission from Headteacher

Get permission from the Headteacher through email and ensure that your Line Manager is also cc'd. Be sure that:

- The purpose and aims of the visit are very clear ie: what are the intended outcomes?
- Where the visit is educational, the work the students will undertake has been agreed by your line manager and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.
- The checking of students in situ at the venue and in transit to the venue is flawless. A clear headcount system or teacher group responsibility system is evident and all staff are aware of the importance of these routines and play an active part in this.
- That, as usual, the risk assessment is completed upon agreement that the visit can occur.

3. Log on to EVOLVE and follow the staged approach to communicating all aspects of the educational visit. Once the risk assessment, visit letter and register is complete and all other mandatory elements are filled, this is automatically sent to the EVC (Educational Visit Coordinator), who sends it on to the Headteacher once all checks are complete. Please submit all information on EVOLVE at least two weeks before the visit is due to happen. Only when the Headteacher approves the visit and you receive your confirmation email from EVOLVE does the visit have permission to proceed.

4. Check with HOYs if any students you are thinking of taking should not be taken. If the visit is part of an exam course, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.

5. **The risk assessment.** This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits and **can be collected from the School Medical Welfare Officer. Depending on the nature of the visit, lanyards may be given to students to wear which will hold emergency school details. A copy of the risk assessment must be attached to EVOLVE at least one week in advance.**
6. **The visit letter.** This should be attached to the EVOLVE visit form and approved by the EVC or Headteacher before being sent to parents. The letter should be sent electronically and if reply slips or additional information is required from parents (see below), then a Google Form should be used to collect this information. **Every visit, however, should have a letter to inform parents of the event and logistical arrangements.**
7. **Details to be included in the letter:**
- Nature and purpose of the visit
 - Cost (which should be the total, fully inclusive through PARENTPAY).
 - Date
 - Travel arrangements (including stations from start to finish)
 - Departure and return times
 - What student needs to bring/wear, etc.
 - Arrangements for those entitled to free school meals
 - Mobile usage (if staying in place or suspended)
 - Visit Leader emergency contact details
 - All letters should be modelled on the exemplar circulated by the EVCs. The professional nature of the school is often determined by external audiences by the letters it sends out. As such all letters should be highly professional in language, clarity and appearance.
8. **Where necessary a written detailed plan of the day** should be attached in EVOLVE also and it is imperative that all visit staff have a very clear understanding of the times, itinerary, responsibilities, etc. for the visit. **A meeting for the staff BEFORE the day of the visit is essential in ensuring all staff are clear on all relevant information.**

9. Please ensure that packed lunches for **FSM students** are ordered via the office ticketing system. Final numbers and student names for FSM lunches must be given the day before to ensure they are ready to be collected on the day. Check with **the Main Office** which students are entitled to FSM.
10. Please ensure that a mobile phone is booked for the duration of the visit from the Finance Department. The Visit Leader should ensure that the mobile phone is charged, on and with them at all times during the visit.
11. Please take into consideration the needs of the students on the CoP. Refer to their Access Plans and consult with the SENCO whether special arrangements need to be put in place for students e.g. Does the student need a member of the curriculum support team as part of the visit?
12. Please ensure that you have noted the medical needs of students in your risk assessment where relevant. Particularly cross reference with SIMS those students who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students. Please liaise with the welfare officer and SLT in charge of student welfare for more information and up to date student lists.
13. All visit information should be stored electronically in a dedicated Google Drive folder. This includes:
 - visit plan/itinerary
 - student list including emergency contact details and any medical needs
 - spreadsheet of reply slips from parents (downloadable from Google Form responses)
 - staff list (and other relevant staff information where necessary)
 - parent information letter
 - risk assessment

If you wish to carry student information (e.g. emergency contact details, medical needs) as a hard copy during the course of the visit, this must be carried in an opaque and secure folder that is kept on your person at all times. This is to ensure that personal information cannot be accessed by anyone outside the school, in compliance with GDPR regulations.

LOCAL AREA VISITS

You may wish to plan an educational enrichment activity in your lesson that takes place outside the school grounds. For example, an Art lesson may include a walk to West Ham Park or an RE lesson could involve a visit to St Anthony's.

Where these activities are planned, a local area visit form should be completed on EVOLVE to ensure that it is recorded. Local area visits do not require permission from the Headteacher but should be discussed with line managers before taking place. When you complete a local area visit form on EVOLVE the visit will be automatically approved.

1. Discuss planned local area activity with your line manager to ensure it is appropriate. Take into consideration the nature and size of the group - if you feel an additional staff member needs to accompany the group, this should not impact on cover.
2. Complete a local area visit form on EVOLVE. This will be automatically approved in the system.
3. Inform the office staff when and where the activity will be taking place.

To qualify as a local area visit, the following guidelines should be true:

- The visit will take place during the time of a normal lesson
- The visit is within a 1 mile radius of the school, in a place that staff and students are familiar with
- There is no activity outside of the students' usual everyday experiences
- No transport is required

EDUCATIONAL VISITS WHICH INCLUDE RESIDENTIAL ACCOMMODATION.

1. **Ensure that the visit has been added to the approval list for Governors approval in June of the preceding year.**
2. **If not within the timeline of point 1, request permission from the Head** both for the visit to go ahead, when the visit will take place and for specific staff to go. Ensure that, similar to day visit procedures, you have discussed and planned this visit alongside your Line Manager and that your LM is added into all communication.
3. **Carry out a risk assessment.** Check with the travel/accommodation operator, the venue and possibly other schools who have been and used facilities. If possible, visit the venue. Some operators do this for you, especially activity visits. The credibility of all agencies involved: the operator, the activities organisers, the coach/transport companies, and the management and security at the place being stayed at should be checked. **A copy of the risk assessment must be given to the EVC well in**

advance and should be completed separately along with the school's general visit risk assessment form.

- a. Consider whether you wish to specifically request a female driver.
 - b. Establish clear contingency procedures for staff/pupil sickness while away, and for any unexpected changes of arrangements.
 - c. Establish precise procedure with EVC for any major mishap or accident – who to contact, what to do, and what not to do.
 - d. Ideally, a first-aid trained member of staff should accompany the visit.
- 4. Check the list of those wishing to go with HOYs and Deputy Head re: behaviour, attendance, holidays taken in term time, etc.** It must not be a simple matter of first come, first served. However, medical issues would not prevent a student from being taken if parents wish it. If a child with a specific illness is taken away, parents must provide in writing all the information necessary for staff to act should the student become ill on the visit.
- 5. Send first letter with dates, cost etc. to all those eligible.**
Be clear there is no automatic right to go. Make clear standards of behaviour expected and what the consequences could be if these are not adhered to. Get names of those interested in going.
- 6. Hold information evening for parents and pupils.**
All teachers going should attend. At this evening, parents should receive all details of the visit: dates, cost, accommodation, itinerary, expected time of return, etc. They should also be advised about recommended amount of spending money, any vaccinations needed, suitable clothing, etc.

Parents should also be clearly told what will and won't be happening on the visit:

- Will students be on their own at any time?
- Will they be swimming or involved in any hazardous activities?
- What procedures are in place should the children become separated from the group? (A suggestion is that all students should have a printed label or lanyard with all their details and the address and telephone number of their accommodation with them at all times).
- Make clear what arrangements are there for the security of their personal currency. Are they individually responsible? Are staff going to look after it and issue it in stages in which case they are responsible for it?
- Make clear what is and is not covered by insurance.
- It should again be stressed what standards of behaviour are expected and what the consequences could be if these are not met.

7. Obtain from parents:

- **Current medical information.** They should also be given a form to sign authorising the staff accompanying them to make decisions about medical treatment if necessary. (They should be reassured this is for very basic routine problems such as having stitches etc.)
- **Their EHIC or GHIC number** if visiting Europe.
- **Two small recent photographs**
- **Parents' day and night emergency contact numbers for the length of the visit.** These should not just be mobile numbers.
- **Special dietary requirements**

A Google Form should be sent out with the letter inviting parents to the information evening, with a request to complete the form before the meeting. It is advisable to have a stock of paper forms at the information evening for those who do not complete the electronic form.

8. Keep detailed records of payments and give pupils receipts.

These should state date of payment, amount, cash or cheque – when using ParentPay system: a paying in card for the pupil is also a good idea. Deposits should be non-returnable.

The school holds visit insurance and this covers cancellations costs for certain reasons. With certain medical conditions, extra cover may be necessary; check with the insurance company if in doubt.

Provide every parent with a copy of the insurance cover document which can be obtained through the EVC or finance office. Basic details can be found in the staff handbook.

9. Get passports in as soon as possible. Check:

They are current and they do not expire within 6 months of your date of return. Whether visas are necessary.

If visas are necessary, parents need to apply very early. Parents applying for visas will need a letter from the school confirming the student attends the school and giving full details of the nature of the visit, including the itinerary and dates.

If travelling to Europe, a form from the Central Bureau signed by the Headteacher covers the need for a Visa. The pupil must hold a full valid passport.

Visas and Collective Visas need to be applied for at least two months in advance.

- 10. Record all details of every passport:** Name, DOB, issue/expiry date, passport number, and country of issue.
- 11. Make arrangements for getting currency with the Finance Office.** Consider how it will be distributed amongst staff.
- 12. Contact the British Embassy/High Commission in the country being visited.** Fax them the itinerary, accommodation details, passport details, etc. of everyone going. Know where to find this building when you arrive in the country.
- 13. Send a list of those going to all staff via email and all visit information into the bulletin.**
- 15. Leave copies of all details (including staff, students and parent contact numbers) with the main office and line manager of SLT.**
 - One member of staff should be named as the emergency contact person.
- 17. Staff going** should have with them **the mobile numbers of key SLT** as well as school contact numbers.
- 18.** Students are allowed to bring mobile phones but rules for usage must be discussed with parents beforehand and all numbers kept centrally with the lead teacher.
- 19. If there are any breaks in the journey** (e.g. coach to ship, etc.) make sure students know clearly the procedures for separating and regrouping, and where exactly staff will be. Include this in the risk assessment).
- 20. Inform school immediately of safe arrival and any subsequent changes to arrangements or pending problems.**
- 21. The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits. These should be gone through with the students on the day of arrival.**
- 22. If a teacher is not satisfied with these arrangements, he/she should speak to the hotel and the visit operator. If there is then a change of venue, all details should be faxed/phoned immediately to school.**
- 23. If travelling on another coach abroad, check that the seatbelts are in working order. If they are not, alternative arrangements must be made.**
- 24. Students should be made aware of the location of staff rooms** so staff may be easily contacted in an emergency.

- 25. Keep a copy of all student details etc. (and small photographs) with the group at all times while away, not left at base.**

Students should also carry with them the address and telephone number of their base and a note in the foreign language for use if they were to get lost. Lanyards can be used for this purpose and borrowed from the main office.

- 26. Consider arranging a cascade for communication of return.**

Allow students to contact parents directly if convenient or encourage parents to check arrival time with school.

- 27. If the return is on a school day, school should be advised as soon as possible if you are on schedule or if there are delays in time of arrival**
- 28. If the return is not during a school day, inform the contact person as soon as possible of safe return and that all children have been collected.**
- 29. After the visit, a written report should be submitted to the EVC, this should highlight any issues or problems encountered, any accidents or 'near misses' and anything which might inform decisions regarding any future visits to that or any other location.**