

# RAVENSWOOD SCHOOL EDUCATIONAL VISITS POLICY



## Overview

Ravenswood School's Educational Visits Co-ordinator (EVC) is Katie Barnes (Deputy Head)  
**(MAT cover 2023-2024 Polli Bravery Assistant Head)**

The role of the EVC is detailed in Section 1.15 of the NSC publication 'Safety on School Trips, Off-site Visits and Adventurous Activities (the guidance)'. This has been compiled by the LA's School Visits Co-ordinator.

All Visit Leaders are required to read the guidance in conjunction with this policy. All forms referred to in this policy are available from the EVC, or may be photocopied from the guidance. This can be found on the EVOLVE website [www.nscschooltrips.org](http://www.nscschooltrips.org)

## Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

## Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'need to be approved by the Deputy Head who will check that they fit in with curriculum plans.

Approval of 'normal' day visits is at the discretion of the EVC. However; visits that are either:

- overseas
- residential
- involving an adventurous activity (as defined in Section 3 of the guidance)

will require the additional approval of the LA (through EVOLVE). A governing body representative will also need to be informed about these visits prior to a commitment being made.

If an external provider or tour operator is being used, they must complete the detailed Form OE02 at the time of the provisional booking. The procedures to be followed in this case are outlined in Section 2 the guidance.

## Multiple Visits

These can only be authorised one term at a time. This will ensure risk assessments are re-evaluated as there may be changes in circumstances, staffing and pupils.

## Competence to Lead

Any member of staff leading a visit will need to have their '*competence to lead*' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated in Section 2.4 of the guidance. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA by means of Form OE02 located on the school IT system, using the procedures and criteria in Section 3 of the guidance.

It may be that under certain circumstances the judgement made as to the suitability of the Visit Leader is related to the needs of an individual pupil or group of pupils.

### **Assessment of Risk**

'Risk assessment' is a **careful** examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). Risk assessments always take in to account the medical needs and likely specific social/emotional/behaviour of any pupils.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of school. These include medical conditions of pupils and behaviour of pupils.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Further details on risk assessment will be found in Section 2.3 of the 'Safety on School trips offsite visits and adventurous activities (EVOLVE).

Risk Assessments need to be stored in Central Resources, uploaded to EVOLVE and hard **copies** handed in at reception as the trip is leaving the school, **and taken out on visit**

### **Plan B**

Despite the most detailed and diligent pre-visit planning, things can go wrong on the day, e.g. parent or other helper is unavailable, member of staff is ill, transport fails to arrive, for example, the venue has lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of "Plan B." Any changes should be checked with the EVC.

### **Staffing Ratios**

A professional judgement must be made by the Visit Leader, Headteacher or Deputy Headteacher as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (age, SEN, medical and behaviour)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

### **Packed Lunches**

These need to be ordered 2 weeks ahead of the visit. Upload the Permissions Slip form D to EVOLVE.

## **Supervision**

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment, as **identified on the risk assessment form**, and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

## **Role of Supervising Parents, volunteers or supply staff.**

Supervising parents, volunteers or supply staff must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must be included on the risk assessment which they must sign to indicate that they understand their role on the trip. Parents and Volunteers without a DBS must have a separate risk assessment – completed by a Senior Leader- whilst on the trip.

## **First Aid**

On all visits there should be a member of staff to be Appointed Person First Aider who has completed the EduCare Level 2 'First Aid Essentials' course. If pupils of reception age are attending the trip a qualified 'Paediatric First Aider' must be present for the trip.

First Aid kits are available from the Health Care room; if the visit involves the party splitting up, a kit should be taken for each group.

## **Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors (close and remote) must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

*If travelling on any transport; establishment buses/car, public or hired transport, emergency evacuation procedures are to be followed in the event of an incident or road traffic accident.  
(see Appendix C)*

If travel is by coach or minibus, all pupils must wear a seat belt. Adults must ensure that pupils comply with this rule. If a minibus is being used, the driver must have a PCV driving Licence or have a MIDAS certificate issued within the past 3 years.

If any pupils are to travel by car, the driver must complete a Volunteer drivers Form. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

## Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfE 'Group Safety at Water Margins' is relevant. A copy of this guidance is on the Evolve website [www.nscschooltrips.org](http://www.nscschooltrips.org).

## Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits. The Visit Guidance sheets, should be used by visit leaders to ensure that they follow the correct procedures when planning the trip and gaining authorisation. The Visit Day Checklist should be used on the day of the visit to ensure that everything is in place. The Visit Day Checklist should be handed into the office before the visit leaves the school grounds.

## Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). Parents/Carers can give yearly permission for local trips within 5 miles of the school. They will still be informed of any off-site visits.

The permission letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child and voluntary contributions requested. For day trips, parents of children on Free School Meals may wish to take advantage of the 50% discount the school offers.

Should the school collect insufficient funds to cover the trip, the Headteacher may decide to cancel the trip.

## Planning the Visit- see appendix A

- a) Gain authorisation from the Deputy Head who will check that the visit fits the curriculum being delivered at that point in time.
- b) Fill in the school's appropriate forms and submit online at least **3 weeks in advance** – see visit Guidance for details of how to do this. Check that transport is available and provisionally book. The Deputy Head will check all arrangements.
- c) In the case of residential, overseas, or adventurous activities at least **5 weeks notice** is required. If and when approved:-
  - i) Book transport
  - ii) Send letter to Family Support Advisor who will send information home to families
  - iii) Return slips and monies will be collected by the office. A completed collection sheet with emergency contact numbers will be passed to the class visit leader before the visit goes out.
  - iv) Acquire a copy of the Visit day Checklist in preparation for the visit day

## On the Day of the visit

See Appendix B

### After the Visit

It is important that after each visit an evaluation takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the Pupil's voice. The purpose of the evaluation is to identify what went well and what could have been done better, in order to inform future planning. Any incidents that occur are recorded here for future analysis. An evaluation form must then be completed and handed to the Educational Visits Coordinator.

### History of Document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
6	School	September 2017	04/10/17	
7	School	September 2018	10/10/18	
8	School	September 2019	16/10/2019	
9	School/ K Barnes	September 2020	07/10/2020	Added Covid 19 section, appendix A and linked policies
10	School/ K Barnes	September 2022	05/10/2022	Minor amendments and clarifications
11	P Bravery	September 2023		Minor amendments & emergency evacuation procedure added

### Links to other policies:

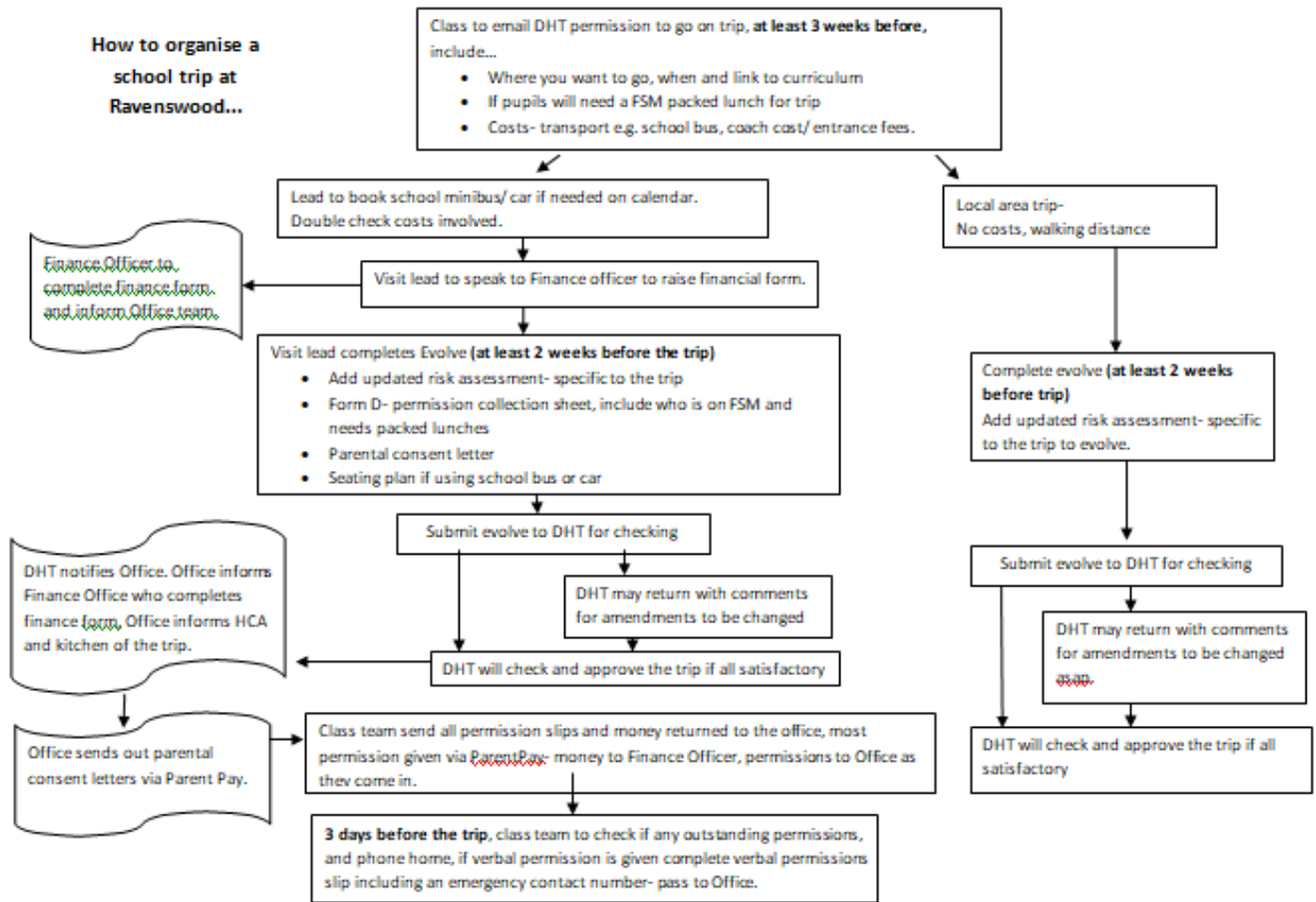
Teaching and learning policy

Curriculum policy

Safeguarding policy

# Appendix A

## How to organise a school trip at Ravenswood...



## Appendix B

Visit Venue:	Visit Date:
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Trip Leader:	Appointed Driver:	Appointed First Aider:
	<b>Tick</b>	<b>Returned (sign)</b>
Risk assessment with hand written changes relevant on day of trip – one to office and one for trip		
Care Plans/Provision Maps		
Consistent Handing Plans/Risk Assessments		
First Aid Kit(s)		
Routine and Emergency Medications		
School Mobile Phone number The mobile phone(s) should be switched on during the entire journey.	07561421866	
	07938405785	
	07706314180	
School Bus safety checked by MiDAS Approved Driver		
Monies – if required		
Money and permission slip collection form (if applicable)		
Packed lunches – if required		

All staff to sign below to confirm you have read and understood the risk assessment. This includes having read and understood the Water Margin Guidance, if applicable. During the course of the visit, pupils should be checked or counted regularly as appropriate, and always when changing locations. Always 'double count'.

<b>Names of all adults attending the visit</b>	<b>Signature to confirm they have read and understood the risk assessment(s)</b>
(Visit Leader)	

Review following an Incident

INCIDENTS
<p>Details of any incidents (staff, children involved, etc):</p>   <p>Time:</p> <p>Location:</p> <p>Name of casualties:</p> <p>Action taken:</p>  <p>Anyone else involved?</p>

Do I need to complete a behaviour incident form?

Do I need to complete an accident form?

Details of an Intimate Care:

Pupil Name	Procedure	Procedure followed according to Care Plan	Procedure not followed according to care plan (please record on CPOMs)	Signed

Close contacts- contact details for any non-school staff who have had close contact with pupils as a result of this trip (less than 2m away for more than 15mins)

Name	Contact phone number	Who have they had contact with?	Purpose of contact?

Review Outcomes: