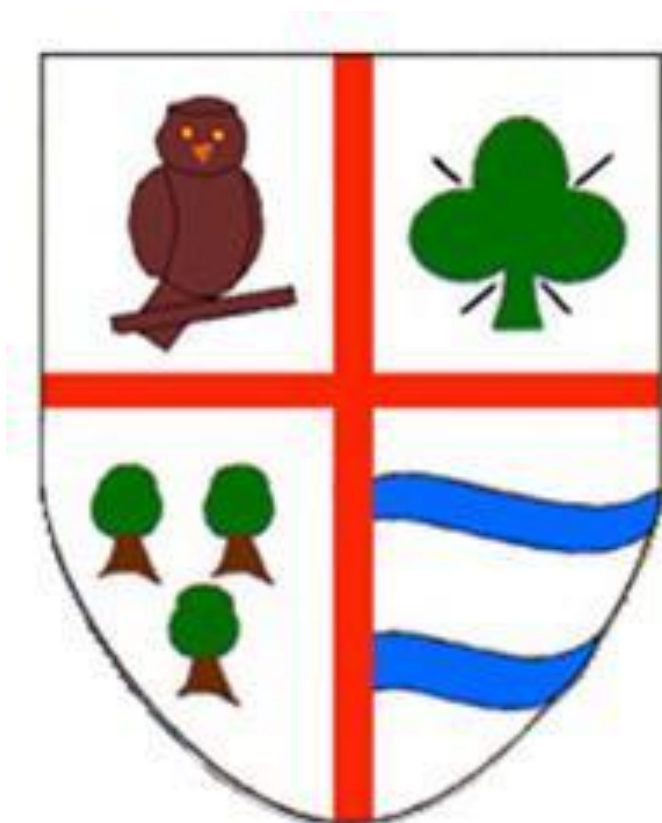


Policy for Educational Visits

Meanwood Church of England Primary School



Approved by:	Jamie Chapman	Date: September 2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

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1. General Statement of Policy

Meanwood C of E Primary School 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.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

- 1.1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2 EVOLVE 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 at the discretion of the headteacher. NQT's will be able to lead trips if they are deemed competent by the headteacher.
- 1.5 Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3. If the provider has already uploaded an E2 or E3 form to EVOLVE or is on Kaddi this will be sufficient.
- 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 in line with EVOLVE.
- 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 No child will be allowed to embark on any visit without a consent form signed by their parent/guardian. This consent is covered by the universal consent form and local visits form completed at the beginning of each academic year and covers category 1 and category 2 visits. In the case of residential, adventurous and /or overseas visits (category 3) parents will be asked to complete a separate consent form.

- 1.10 Consent forms may be shredded at the end of an academic year. If there has been an accident on a visit all documentation concerning the child or children must be kept until the child or children reaches the age of 21.
- 1.11 Because educational visits are part of the curriculum all children will have access to them. Where there is need for extra provision (example: medical or physical needs) the school will put in place suitable measures (based around an IPRA) to enable the child to experience the visit. The school may recommend that a parent/carer accompanies their child (based on needs) however this will not be a stipulation of the child attending the visit. In the case of behavioural conditions which may cause health and safety concerns to members of staff and other children the headteacher will use evidence to make a decision whether a child can attend a visit or not.
- 1.12 Trips or visits which are uploaded to EVOLVE will be subject to a review on EVOLVE.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Handbook for Educational Visits and OEAP National Guidance.

2.1 Governing Body

- 2.1.1 Approval of visits in category 3 will be undertaken by Verity Stewart.
- 2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oepng.info.
- 2.1.3 The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.
- 2.1.4 A review of the visit will be available to view on EVOLVE.

2.2 Headteacher

- 2.2.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent and that governor assent has been given.
- 2.2.2 The Headteacher will authorise all visits via EVOLVE.
- 2.2.3 The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

- 2.3.1 The school's Educational Visits Co-ordinator is Luke Smith
- 2.3.2 They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Handbook for Educational Visits.
- 2.3.3 The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance.
- 2.3.4 The EVC will monitor at least 2 visits per academic year.

2.4 Visit Leader

- 2.4.1 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.
- 2.4.2 The Visit Leader will ensure that the notification is completed on EVOLVE 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.
- 2.4.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 2.4.6 The Visit Leader will review their trip on EVOLVE.
- 2.4.7 The visit leader will adjust generic risk assessments on EVOLVE to suit the purposes of the visit. Changes will be highlighted.
- 2.4.8 Whenever possible there should be a first aid trained member of staff on every visit. However, there may be instances where First Aid is available at the visit venue. In these instances the visit leader in conjunction with the EVC must make an informed and safe decision regarding the provision of first aid trained school staff.

2.5 Supervisory staff and volunteers

- 2.5.1 All staff assisting with supervision on any trip will be conversant with the Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

- 2.5.3 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.
- 2.5.4 Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.
- 2.5.5 Ratios for visits will, where possible, follow the recommended guidelines stipulated on EVOLVE. However, if a trip is deemed to be safe by the headteacher and is under the recommended ratio the trip may still go ahead.(Example: A visit to a concert hall which is closed to the general public and only involves children disembarking and embarking a coach).
- 2.5.6 Volunteers will actively be sought to accompany visits. Volunteers without a DBS check must not be left unsupervised with children. Students on placement at school can act a volunteers on a visit.

3. Arrangements

3.1 Proposals

- 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	1 week (recommended)
2	2 weeks (recommended)
3	4 weeks (mandatory)

- 3.1.2 The EVOLVE notification must be completed for all category 2 and 3 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. These are stored in school on an electronic and paper based databases.
- 3.1.4 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.
- 3.1.5 The school has a minibus. The following staff have been Midas trained are able to drive the minibus: Jamie Chapman, Tom Parsonage, Hazel Butterfield, Fiona Ratcliffe, Ella Parker and Jonathan Cashon.
- 3.1.6 If staff are transporting children in their own private vehicle the member of staff must have completed an E4 form and also have business insurance.
- 3.1.7 Parents/carers who transport children in a private vehicle must have fully comprehensive insurance along with a valid MOT certificate and licence (the school can ask to see these documents if it deems necessary). Parents/carers do not have to be DBS checked but must have their own child in the car.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE.

- 3.2.2 The Visit Leader is responsible for planning the visit.
- 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 When on a visit the children should be recognisable to the visit leaders and the accompanying adults. School sweatshirts or hooded tops should be used for this purpose. High visibility vests are not recommended although may be used if nothing else is available.
- 3.3.3 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.4 Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a (on EVOLVE) upon the return of the group to school.
- 3.3.5 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 Leeds City 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 will accompany a group.
- 3.4.3 The school may also request Leeds City Council 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 EVOLVE.
- 3.5.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.5.3 Every visit will be reviewed by the Visit Leader.
- 3.5.4 The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
- 3.5.5 The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Signed Chair of Governors:
Verity Stewart

Date: 1st September 2023

Signed Headteacher:
Jamie Chapman

Date: 1st September 2023

Date of next review:

Date: 1st September 2024