



Together we shine

**TEMPLE Grafton**  
C of E Primary School

## Educational Visits Policy

Reviewed: Summer 2021  
Next Revision Due: Summer 2024

Establishment type	<i>Primary Academy School</i>
Name of establishment	<i>Temple Grafton C of E Primary School</i>
Who is employer	<i>Arden Forest C of E Multi Academy Trust</i>
Responsibility for offsite visits	<i>Mary Gray (Head of School) Mary Gray (EVC)</i>
Date Trained	<i>Mary Gray 23.03.2021</i>
Policy agreed	<i>Summer 2021</i>
Signed off by	<i>Adam Walsh (Executive Headteacher)</i>
To be reviewed	<i>Summer 2024</i>
Other Policies Related	<i>Safeguarding / child protection, Health and Safety DfE H&amp;S advice on legal duties &amp; powers December 2012</i>
Other Paperwork Attached (appendix)	<ul style="list-style-type: none"> <li>- Extended Learning Locality (Local Area Visit)</li> <li>- Signing-out sheet for ad-hoc activities in the school locality</li> <li>- Generic and Site/Person specific risk assessment</li> <li>- Risk/Benefit Assessment</li> <li>- Emergency Procedures Action Plan</li> <li>- Generic Risk Assessment</li> </ul>

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# 1 Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Temple Grafton C of E Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link : [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Temple Grafton C of E Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

- **Gaining approval for a trip**

#### 4.1 Local Governing Body

As part of their responsibility for the general conduct for the school, the Trust Board and the Local Governing Body have adopted this policy for the effective and safe management of educational visits.

The Local Governing Body must approve any visit involving an Overnight stay or Overseas. The Local Governing Body delegate the Head of School / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy which is available on the School's website.

#### 4.2 The Head of School/EVC:

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	<b>Yes</b> and formal approval by	EVC and Head
Residential	<b>Yes</b> and formal approval by	EVC and Head
Adventurous	<b>Yes</b> and formal approval by	EVC and Head
Day Visits involving transport	<b>Yes</b> and formal approval by	Head
Local Area Visit	<b>Yes</b> and formal approval by	Head

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

### [OEAP National Guidance](#)

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent :

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note we consent is NOT required:

*Parental consent to off-site activities* Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfе%20consent%20form.doc>

## 7 Visits and staffing

### CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

[www.oeapng.info](http://www.oeapng.info) 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head of School and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. COVID precautions should be prioritised when planning a visit. Staff must identify any potential risks, such as public health advice hygiene and ventilation requirements, should be included on the risk assessment. Government guidance should be followed and monitored for any changes.

See OEAP 4.4K Coronavirus <https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

## 8 The visit

### 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

## 8.2 During the visit

Children must be kept in escort's group at all times. There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

## 8.3 On return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

## 9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the school's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Temple Grafton CofE Primary School [unless otherwise specified].

Some visits may incur large amounts of money (example PGL £4700)

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

## 10 Insurance

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury

can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent : -

OEAP National Guidance Document

[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## Insurance Provision

Teachers should be aware of the school provision for insurance.



See: Copy schedule of School Insurance for off-site visits:

## 11 Transport

The Visit Leader should complete the Travelling to and from a school visit' risk assessment form and ensure that the Head of School and EVC sign and agree the steps that have been taken to minimise the risk to both children and adults.

Also see guidance from OEAP NG -

[www.oeapng.info.pdf](http://www.oeapng.info.pdf) [4.5a-Transport-A-general-considerations](#) [4.5c-Transport-in-private-cars](#)

## 12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards) – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## 13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC/Head of School.

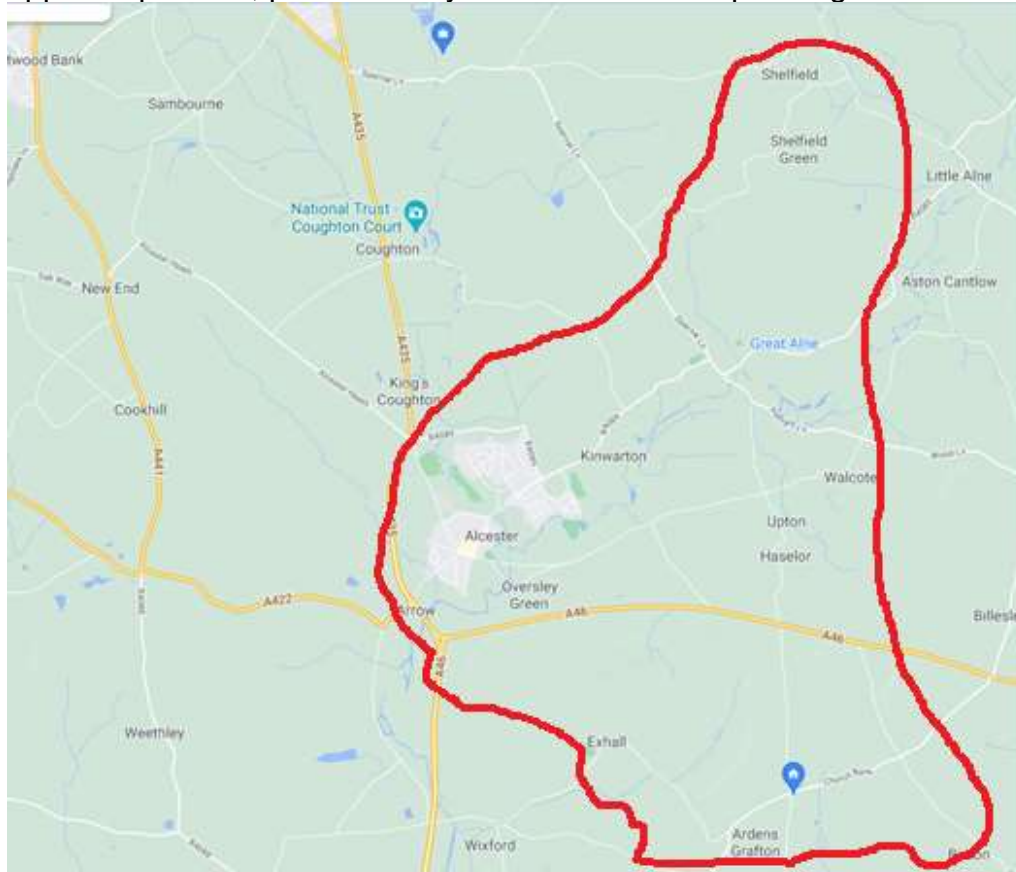
## Appendix 1 - Extended Learning Locality (Local Area Visit)

### Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- *Forest School site*
- *St Andrew's Church*
- *Spernal Forest of Arden*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.



### Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).



**These are managed by a combination of the following:**

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of:
  - :
  - **Four** adults when walking to St Andrew's Church, Temple Grafton and Temple Grafton Forest School. This will ensure that when the children are crossing either Church Bank and/or New Road, they have one responsible adult to lead the line and second to supervise the end of the line, and two responsible adults in the road to guide the children across and stop traffic.
  - **Three** adults to walk children to Temple Grafton Village Hall, where no road-crossing is required. One adult to lead, another to supervise at mid-point of the line, and a third to walk at the end of the line of children.
  - Where more than one class is walking, the ratio does not need to increase as a ratio. Two classes will need to two adults for road crossing, two further to cover the front and rear of the line and one at the mid-point – 5 adults.
  - All adults should wear high-vis jackets.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group. ( see risk assessment)
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will complete a '**Local Area Activity**' Mini-EVOLVE form online. If this has not been done, staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A charged, accessible mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

**Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.**

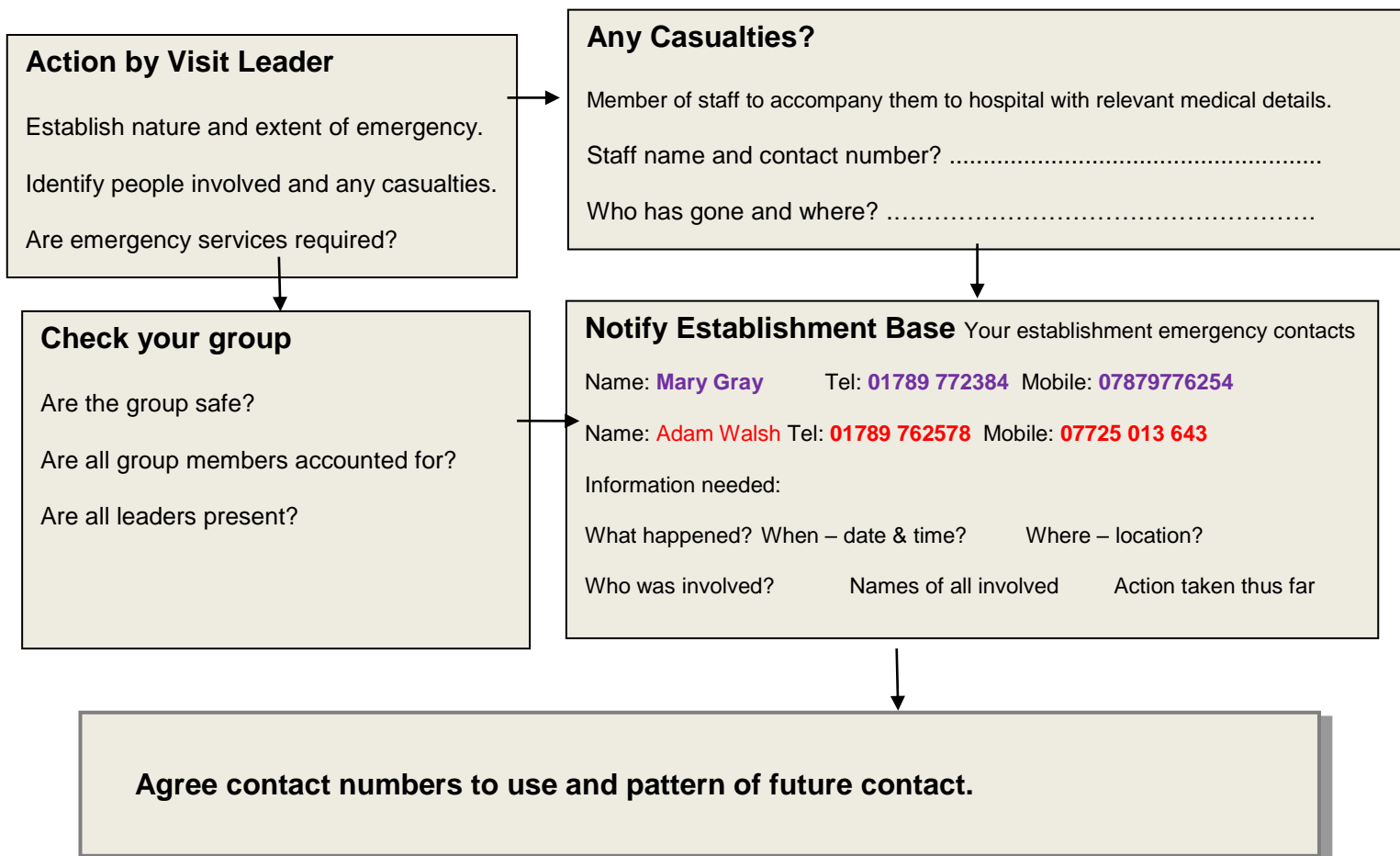
Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

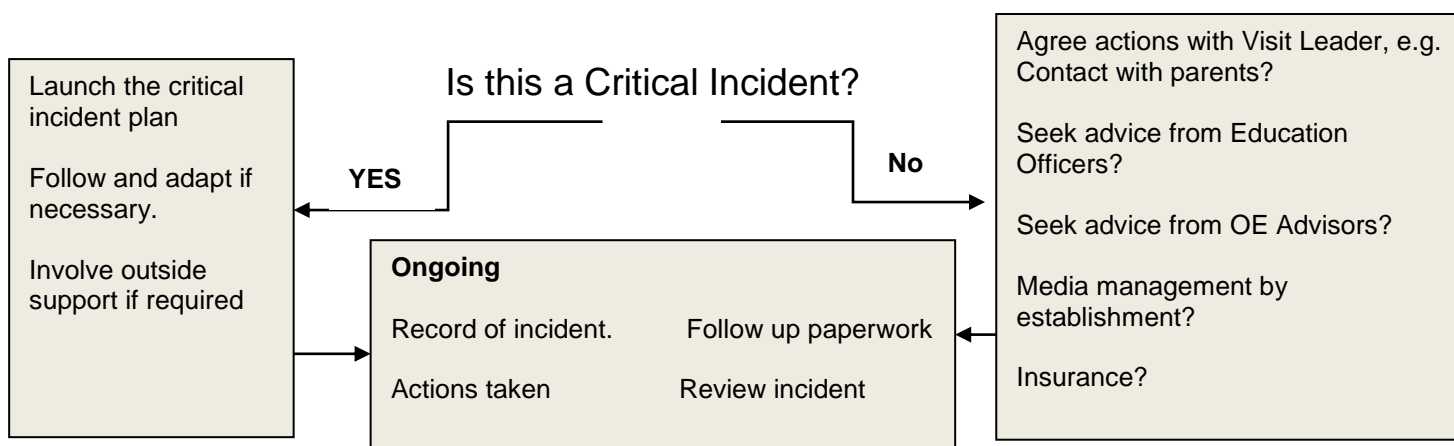


## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



## Action by Establishment







### Risk / Benefit Assessment

Generic Benefits		Specific Outcomes		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

### GENERIC RISK ASSESSMENT 2017

  <p><b>EVOLVE</b></p>	<p><b>Generic Risk Assessment</b></p> <p><b>RISK ASSESSMENT FORM</b>          (Focus on the things over which you have control)</p>	<p>Please review and edit the Risk Assessment as required.          Then 'Save' the document so you can attach to <b>EVOLVE</b> and for future use.</p>
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Risk assessment carried out by: Name(s): \_\_\_\_\_ Position(s): \_\_\_\_\_ Date: \_\_\_\_\_

Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".

This MUST be accepted below by the overall Visit Leader and shared with other visit staff

<i>(Add extra if necessary)</i>	Name	Agreement date
Overall Group Leader		
Deputy Group Leader		
Assistant/Volunteer leader		
Assistant/Volunteer leader		
Assistant/Volunteer leader		
Assistant/Volunteer leader		

<b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i>	<b>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</b> <i>Discuss with all staff that organise or help lead this type of visit. Consider the suggested measures below – if control measures do not result in a low residual risk consider adding extra measures in each section as needed.</i>	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed. Add additional Control measures to ensure residual risk is low
Additional hazards? General” which Please edit and add other Hazards and control measures		



**Event Specific Note  
SEN Template**  
(Focus on the things over which you have control)

**Please review and edit the Risk Assessment as required.**  
Then 'Save' the document so you can attach to **EVOLVE** and for future use.  
For Specific Guidance see: [www.oeapng.info](http://www.oeapng.info)  
4.4i SEN and disabled children

**Risk assessment carried out by: Name(s):** \_\_\_\_\_ **Position(s):** \_\_\_\_\_ **Date reviewed:** \_\_\_\_\_

**Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions below, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".**

Issue Consider SAGE: <b>Staff – Activity – Group – Environment</b>	How to Manage it	Who to be informed		
		PARENTS	STAFF	PARTICIPANTS
All accidents	<ul style="list-style-type: none"> <li>This generic risk assessment will be read in addition to the generic risk assessment "General Considerations"</li> </ul>			
<b>Additional hazards?</b> Please edit and add other Issues and how to manage them.				