

Educational Trips and Visits Policy **January 2024**

Staffordshire County Council and Samuel Allsopp Primary and Nursery School are committed to supporting educational visits and activities that enrich the learning opportunities of all children and young people.

The County Council is aware that the greatest influence on risk reduction has always been a capable teacher or leader who: -

- Diligently plans and organises an educational visit.
- Can deploy assisting staff and impress upon them the responsibility of their role.
- Knows his or her own limitations and works within them.
- Has the ability to supervise and control a group in a range of out of school situations.
- Has the ability to identify a changing or a potentially dangerous situation and revise a planned programme as necessary. This is now termed “ongoing risk assessment”.

Staffordshire County Council is indebted to leaders who have enriched the education of past generations of pupils and students and to those who will continue this valuable work.

This document contains the People’s Directorate’s policy and procedures necessary to reduce any risks to an acceptable level and ensure the health, safety and welfare of all those taking part, including visit leaders, staff, volunteers and participating young people.

Further advice and details of visits requiring County Council approval should be directed to the appropriate person: -

For Schools:

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Samuel Allsopp Primary and Nursery School has adopted the guidance and procedures issued in the County Council Education Service document **Educational Visits** and, where relevant, the DfE document **Health and Safety of Pupils on Educational Visits**

(HASPEV). This ensures consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

DEFINITIONS

- **VISIT.** The term visit or educational visit refers to any journey or activity organised by or for the school, for a group of its pupils, students or members that takes place off the premises.
- **ACTIVITY.** Throughout this document the term activity includes any curricular academic study, lesson, lecture, extra-curricular activity, sport, outdoor and adventurous activity or recreational activity.
- **ENTRUST EDUCATIONAL VISITS ADVISER (EVA).** These are the advisers responsible for advice, guidance, any necessary approval and the monitoring of this policy document. The EVA is the first point of contact.
- **SCHOOL.** Throughout this document the term school is used when referring to persons keeping records or undertaking the task of approval. In this context the term school means the headteacher or delegated educational visits co-ordinator, monitored by a fully informed governing body. It also includes other establishments assisting in the delivery of statutory education.
- **EDUCATIONAL VISITS CO-ORDINATOR (EVC).** This is the person who is designated with the role of co-ordinating educational visits and ensuring the necessary records are up to date and approving the categories of visit delegated by Entrust. Additionally the EVC is required to liaise with the appropriate EVA for activities that require central approval.
- **LEADER.** The visit leader is the staff member in charge of and responsible for all aspects of the safety, conduct, supervision and deployment of all participants and staff attending the visit. Every visit must have a leader who, although they may receive advice from more senior staff, retains command. The leader should monitor all services provided to the group and receive satisfactory responses on any issue they judge to be unsafe or, if necessary, withdraw the group from the activity.
- **ASSISTANT LEADER.** Assistant leaders operate under the leader's direction. They may be other staff members or, where appropriate, volunteers. Assistant leaders may, at times, be delegated responsibility for all or part of the group. Where an assistant is the senior qualified leader for a particular activity (e.g. they are the qualified swimming pool supervisor) they hold visit leader's responsibility for that particular activity.
- **PARTICIPANT.** Participants are the school pupils, students, young people or other group members attending a visit.
- **PROVIDER.** A provider is any individual or organisation that offers a service giving either access to premises (e.g. theatre, museum, castle or farm) or staffing of an activity (e.g. ski instruction, sports coaching or staffing of an interactive activity at a Tudor house).

INTRODUCTION

Educational visits provide opportunities for pupils, which enhance their learning and are of sound educational benefit. They enable pupils to develop investigative skills and undergo experiences not available in the classroom. Residential visits encourage greater independence and opportunities to live and work together in a new, exciting and stimulating environment.

AIMS AND PURPOSES

Educational visits are purposeful and a valuable part of the child's life in school for the following reasons:

- They enhance and extend the curriculum by providing first hand experiences.
- They bring reality to theory.
- They develop key skills.
- They raise achievement by boosting motivation.
- They raise achievement by boosting self-esteem.
- They aid personal and social development.
- They promote health and fitness.
- They encourage the safe management of risk.

ROLES AND RESPONSIBILITIES

The employer, the Local Authority is ultimately responsible for all visits, for providing policy, procedures and guidance to schools, for monitoring the procedures carried out by schools and for approving certain types of visit.

The Governing Body should ensure visits are approved as necessary, decide what sort of visits they should be informed about, ask questions about a visit's educational objectives and ensure the Head Teacher, Educational visit Co-ordinator and staff are supported as necessary. The governing body will receive reports from the EVC detailing the school visits that have taken place through a report (as and when required).

The Head Teacher should approve visits after ensuring all planning, organisation and staffing of a visit are appropriate and inputted onto EVOLVE. Supporting leaders with training and induction as needed, informing the governing body as required and delegating tasks to the Educational Visit Co-ordinator.

The Educational Visits Co-ordinator should assess visit planning, organisation and suitability of leaders and risk assessments. They need to check all of the information that has been processed on EVOLVE. The Educational Visit Co-ordinator should support visit leaders by ensuring they receive any necessary training and induction. The functions of the Educational visit co-ordinator are to:

- Carefully read and check visit forms that have been processed on EVOLVE and submit these to the Head Teacher for final approval.
- Ensure educational visits meet the employer's and school's requirements
- Support the Head and Governors with approval and related decisions

- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed and give consent
- Keep records of visits, accidents and incident reports
- Organise emergency arrangements
- Review systems and monitor practice

The Visit Leader has responsibility for the effective pre-planning and organisation of the visit and is in overall charge of and responsible for all aspects of safety, conduct, supervision and the deployment of participants and staff attending the visit. The visit leader may delegate tasks to other adults for part or all of a visit. The functions of the visit leader are to:

- Plan and organise a visit, submitting the details to EVOLVE, in line with the Trips and Visits Procedure Document.
- Group manage and control
- Manage risk assessment, including those who need individual risk assessments.
- Identify and respond to group member's needs.
- Have a responsible attitude towards complying with control measures identified through risk assessment
- Have the ability to deploy assistant leaders
- Have the attitude to work within their own capabilities
- Build on experience gained through previous visits.

The school's current EVC is: Mrs Helen Keyworth-Edwards who received revalidation training on 29th September 2023.

Note: Any tasks not indicated in the above list remain that of the Headteacher. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

MOBILE PHONES

Personal mobile phones are allowed to be taken on school trips, however they must be turned to silent and kept in a bag/pocket, out of sight of the children. If the phone is checked it must be done quickly, discreetly and away from children.

If parent volunteers attend the trip they are allowed to take their mobile phones with them but will have to turn them on silent and kept in their bag/pocket.

If a member of staff or parent is seen or believed to have taken a photo of the children the lead member of staff must ask them first of all if they have taken a picture of the children. If they have, ask if the picture was only of their child or if it had other children on it? If there were other children on it they must delete the photo. Under no circumstances must a parent upload a photo to social media that has other children on it, other than their own. This falls in line with the Mobile Phone Policy, Online Safety Policy and the Safeguarding Policy

Personal mobile phones must not be used to call parents – Samuel Allsopp Primary and Nursery School will supply the trip leader (leaders) with a mobile phone (which does not have a camera) that can be used in emergencies to contact school. It is the member of

staff's responsibility to make themselves aware of how to use the mobile phone before disembarking on the trip. This falls in line with the schools Mobile Phone Policy.

INCLUSION AND EQUALITY

The visit leaders, on behalf of the school will make every effort to ensure that all journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, religion or sex. All our pupils will be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, the visit leader will select a suitable venue.

CATEGORIES OF ACTIVITY RISK

The DfE recognises three categories of activity with increasing levels of potential or actual risk. It should be recognised that all activities have some level of risk and that every visit or departure from the school premises requires approval, appropriate risk assessment and a system to deal with emergencies.

CATEGORY A ~ NORMAL RISK

These are activities that present no significant risk beyond those of everyday life. Some of these activities still expose participants to appreciable risk and, for example, crossing a road or any activity near water will present risks to an inexperienced and unsupervised person. These activities are: -

- Visits to local places of religious worship, museums, open farms, zoos, sports centres, towns or villages.
- Attractions that are specifically designed for use by groups and where the owners are responsible for the procedures and safety of those attending and accountable to the Health and Safety Executive. Examples include: theme parks and adventure playgrounds
- Swimming pool visits under the auspices of the Entrust Swimming Services or other qualified instructor, supervisor or lifeguard.
- Taking groups as passengers on any public transport including licensed passenger craft, ferries, aircraft, railways, buses or coaches.
- Inter-school sports matches and events
- Field studies in environments presenting no technical hazards including pond studies where the supervisor could effect a rescue from the bank or by wading and small streams where the depth is nowhere deeper than 15cm.
- Activities such as walking in a parkland or non-remote country area with no technical hazards.

CATEGORY B ~ ADDITIONAL RISK

These are activities or visits to locations with a higher risk. Safe supervision will require the leader to have some specific knowledge and abilities that need to be assessed. This will be by having additional qualifications and/or verifiable experience. The current Approved Activities List is: -

- Walking or field studies in non-remote country where technical hazards exist. In particular where there are cliffs or quarries of any height, areas of steeply sloping ground, or natural water features (rivers, ponds or lakes) that would present a significant hazard if a participant fell in. In Staffordshire this would include walking on the Roaches Hill and areas of the White Peak with cliffs, such as Chrome Hill, and activities beside rivers such as the Trent or the Dove.
- Camping.
- Cycling either on road, or off-road on gentle tracks and trails that can be safely accomplished by participants with limited personal skill. This will include gently sloping tracks on Cannock Chase that do not twist through trees.
- Orienteering in areas that are open to the general public or have technical hazards such as steep banks, water features (ponds or rivers), dense woodland or are open to roads and vehicles.
- Canal studies and activities along canal banks and boating in a powered canal boat.

CATEGORY C ~ HIGH RISK

These are the highest risk activities. They include all those included within the Adventure Activities Licensing Regulations 1996 (AALR) plus some other activities included in the current Approved Activities List shown below:

- Walking and trekking activities on any open moor (at any altitude) or land above 600 metres where it is possible to become more than 30 minutes walking time from the nearest transport or refuge.
- Any activity on or in open water. This includes canoeing and kayaking, sailing, windsurfing, rafting, rowing, powerboating and water skiing, sub-aqua, gorge walking and swimming in any open water including the sea, rivers, lakes or canals. This also includes river study fieldwork where flowing rivers deeper than 15cm are practically investigated.
- Caving (except guided visits to public areas of show caves).
- Climbing including gorge walking with technical descents or ascents.
- High Ropes Courses.
- Skiing including supervising skiing sessions at ski resorts or at artificial ski slopes.
- Horse riding.
- Off road cycling on any open moor or land above 600metres, or where there are significant terrain hazard such as rocky ground, trees, steep slopes, drop offs or jumps where participant's safety is dependent on their personal skill and ability (all terrain or mountain biking).

Activities that are not on the current approved activities list are either not considered appropriate, or are activities for which the county does not have a technical expert. This school wishing staff to lead, instructor or supervise any other activity will check with the EVA. It may be necessary to engage an appropriate technical expert to assess the proposal.

PROCEDURES

Appendix 1 is a flow diagram outlining the following procedure. Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the headteacher for permission to plan the visit. Once granted they should submit the details on **EVOLVE**, to the EVC and then to the Headteacher and receive outline permission to undertake the visit.

Outline permission will be granted when all the requirements identified in **Educational Visits** have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the Entrust Educational Visits Adviser by the headteacher or EVC for approval that all the procedures have been satisfactorily completed.

Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. The table below outlines the timescales for Evolve forms to be completed:

Timescales for completion of Evolve Forms:				
	Visit Leader Creates	EVC	Head	Entrust EVA Team
Local and Regular Visits	½ term before trip leaves	5 weeks before trip leaves	4 weeks before trip leaves	Not required
Local and Additional Risks	1 term before trip leaves	5 weeks before trip leaves	4 weeks before trip leaves	3 weeks before trip leaves
Residential UK trips	1 term before trip leaves	6 weeks before trip leaves	5 weeks before trip leaves	4 weeks before trip leaves
Foreign	1 year - 2 terms before trip leaves	10 weeks	8 weeks	6 weeks
The Entrust EVA team will endeavour to check and add advice, guidance and				

notification as soon as possible, but this may take some time, particularly during peak periods.

If forms **are added months in advance**, such as foreign visits, the EVA will add a 'holding' note to the form but will not acknowledge it. We will retain or return the form until final details are added, such as itineraries, final numbers etc. The school must review 10 weeks before the visit and add updated information. Approximately a month before the visit is due to depart is when EVA final notification and guidance is added.

If forms **are added later than the time scales**, the EVA will add a note to the form to acknowledge it, but if it is deemed there is too little time to effectively give advice and guidance to be acted on by the school, none will be added, and a note made to this effect.

If you proceed with a visit without the head's acknowledgement, you may breach your employer's guidance. Head's acknowledgement should only be given when the planning and risk management for this visit has been checked and approved by them as according to the current Off-Site Activities guidance document.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. This should be documented on EVOLVE in the notes section and review of Risk Assessment.

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Note: Visits to Outdoor Education Centres and the Entrust Swimming Service are self-approving and do not require further notification or action. Normally the County Council requires all providers and establishments to have public liability cover.

ASSESSING PROVIDERS OF NORMAL RISK ACTIVITIES

For visits to establishments or organisations open to the public dealing with normal risk activities it can be expected that the organisation is responsible for the risk assessing the operation of its activity and that appropriate public liability is in place. These establishments are usually easy to identify and include many that charge an entrance fee.

Where the school is staffing all or part of the activity at these establishments, e.g. supervising study groups within a museum, self-guiding a group at a castle or around an open farm, then the leader is responsible for risk assessment and the production of control measures to ensure the safety and welfare of the group.

Special care should be taken where arrangements are made to visit an organisation that is not designed for, or does not normally take, visiting groups or school parties. Examples include visits to working farms, factories and other industrial sites often offered on a voluntary basis.

The risk assessments and control measures for these visits will need strategies for dealing with the increased risk. Typically, this will include tighter supervision and a higher staff to participant ratio than visits to organisations designed for public access. In addition, confirmation of public liability insurance must be obtained from the provider.

Approval for non-residential, provider staffed, normal risk activities taking place within the UK is delegated to schools.

RISK ASSESSMENTS AND CONTROL MEASURES

Thorough and comprehensive risk assessment is the keystone to effective health and safety management. Unless proper consideration is given to potential risks when planning a visit, it is not possible to anticipate danger and control risks. All elements of a visit must be risk assessed leading to the production of control measures or precautions that reduce the risks to an acceptably safe level and minimise or prevent harm. This process is a legal requirement.

Risk assessment will need to consider the overall suitability of the visit for the proposed participants.

Anyone who is required to undertake risk assessments should have received suitable training but the following is included as a simple reminder.

A hazard is anything that could cause harm and everyday examples include steep slopes in the countryside and interaction between pedestrians and road vehicles. A risk is the chance that the hazard will cause harm. Running down a steep slope considerably increases the chance of tripping and falling. Undisciplined behaviour and lack of care while getting off a coach increases the chance of a child stepping into the path of a moving vehicle.

Injury or harm results from the failure to control risks by reducing to a safe level or completely eliminating the hazard.

A comprehensive risk assessment should: -

- Identify any significant hazards e.g. pond or lake.
- Identify who might be affected e.g. participants' age, special needs etc and how e.g. they may be drowned or trapped in boggy ground.
- Determine the risk e.g. of drowning, and how likely this would be under the circumstances.
- Establish what precautions are necessary to reduce and control risk to acceptable level e.g. high supervision ratio, safe operating procedure.
- Inform staff and students of the risks and the precautions to be followed.
- Review the adequacy of the assessment throughout the event and revise as necessary.

Risk assessments have three levels.

Firstly, there is the school risk assessment for any trip or visit. These are produced by the trip leader prior to a visit, given to the Headteacher to ratify and sign and then submitted on the EVOLVE system, along with the class and individual risk assessments for children with a 1:1 or children with behaviour needs.

Secondly there are Site Specific Risk Assessments produced by the venue e.g. to Laches Wood, or Lego Land who have their own risk assessments. These are in addition to the risk assessments in level 1.

Thirdly there are Ongoing Risk Assessments that are regularly undertaken activities and are only changed when conditions are found to be outside the expected parameters. E.g. the walk to Orchard Site.

For normal risk activities capable member(s) of staff with experience of the age and ability of the participants concerned and previous experience of educational visits are suitable persons to undertake the process.

For additional risk or high risk activities additional training and experience are required. It is for this reason that these activities require Entrust approval.

Risk assessment should be recorded and submitted to the EVOLVE website in line with the above timescales. A sample risk assessment form is shown in Appendix 2. By going through the processes required to complete this form and keep it up to date a suitable assessment should be achieved. The form requires a decision to be made on staff ratio and the minimum competence or qualification of the leader and assistant leaders.

The findings of any risk assessments, control measures, precautions or rules must be clearly understood and adhered to by all persons staffing the visit. Where parents and other persons are used as assistant leaders on normal risk visits this may be achieved by giving a briefing to the participants in the presence of the assistant leaders. Everyone is required to sign the risk assessment.

Control measures should not be relaxed during a visit. If considered too restrictive they may be reviewed after the visit and amended for future use. However, ongoing risk assessment during the visit may result in the leader introducing more stringent, safer procedures or abandoning certain activities.

All risk assessments are reviewed following the trip or visit and signed by the member of staff leading the visit.

Records of written risk assessments will be retained in accordance with the Retention Schedule. They may be needed to defend future liability insurance claims.

PARENTAL NOTIFICATION AND CONSENT

Once permission to organise a visit has been granted parents must be informed about the visit details. This will always involve a letter to parents and for some visits, including

all residential visits, will require a parental briefing meeting. HASPEV paragraphs 30 to 33 and Chapter 5 paragraphs 109 to 122 give guidance on this matter.

A model parental notification letter and consent form is provided in Appendix 3. This will need modifying according to the specific requirements of the visit. School may obtain block consent from parents for routine, normal risk, visits when young people join the school and on an annual basis. All the visits that will take place should be detailed, as should any transport arrangements.

PARTICIPANTS' MEDICAL DETAILS

Medical information will be required for all participants undertaking a visit. For non-residential visits parents must be asked to declare any relevant medical or special needs on the consent form, see Appendix 4. For residential courses more specific information will be needed, as required to complete the Entrust Medical Form, see Appendix 5.

This form should be filled in just prior to the visit in order to ensure it is up to date. However, it will be necessary to obtain information about major medical conditions well in advance of the visit. Both providers and insurers will need prior-information of serious medical conditions especially where they cause a disability.

Residential visits

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (See Appendix 5).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dosage the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (See the Medical Conditions Policy). A copy of the Individual Health Care Plan and equipment/medication must be taken on off-site activities.

Parents are responsible for ensuring that their child's medication is within date.

Insurers may require additional premiums before accepting certain medical conditions and providers have been known to refuse participants unless they have medical reassurance that they are fit to take part and reassurance from their public liability insurers.

It is important that wherever possible participants are not prevented from participating in visits due to medical problems or a disability. Unless justifiable under the terms of the Equality Act 2010 such an action would be illegal.

Staff must be aware of any participants attending while undergoing a course of medication. These medications may need to be collected by staff to ensure they are not misused and are taken as prescribed. School policies may, following risk assessment, allow pupils and students to retain asthma inhalers or other medications that may be required at any time and without warning.

A summary sheet detailing participants' names and medical conditions should be taken to any outdoor education visits.

HOME CONTACT FOR VISITS EXTENDING BEYOND THE SCHOOL DAY

The Visit Leader would act as the link person available when the school is closed and is needed for any day visit that extends beyond the school day and for all residential visits. The school provides a mobile phone for this purpose; the school office is responsible for ensuring that the phone batteries are charged and contact can be maintained. The Visit Leader will need to be able to contact the headteacher (or a suitable deputy) in the event of an emergency in order to implement the school emergency plan. In the event of a serious crisis (such as a fatality) the headteacher will in turn need to link with the county emergency plan by contacting the senior manager on duty from the People Directorate. See Coping with a Crisis at School document and Business Continuity Plan document.

The Visit Leader needs to hold parental contact details for all participants on the visit and next of kin details for staff and volunteers. The Visit Leader should not be the partner or direct relative of a party member, as in the event of an emergency they may be too distressed to undertake the link person responsibility. Where possible, parents should be contacted using the school mobile or a suitable landline.

RETURN OF PARTICIPANTS TO PARENTAL CARE

When a group returns from a visit, the visit leader must ensure that participants are returned and handed over to the care of a person with parental responsibility or their representative from the classroom unless written permission has been given from an adult with parental responsibility.

STAFFING RATIOS

At Samuel Allsopp Primary and Nursery School we follow 'best practice' guidelines set out by Staffordshire LEA. These currently recommend:

- Nursery (3-4 years old) 1:3
- Reception (4-5 years old) 1:5
- Year 1, 2 & 3 (5-9 years old) 1:6
- Year 4 (8-9 years old) 1:10 / 1:15 dependant on behaviour and class/cohort needs
- Year 5 and 6 (10-11 years old) 1:10 / 1:15

Pupils with a special educational need may require additional adult support (1:1). Discussion with the Headteacher, Lead Teacher for the Speech and Language Unit, Educational Visits Co-ordinator or SENDCO must be completed at time of the risk assessment completion to establish suitable supervision requirements.

Ratios for supervision are constantly reviewed and updated. Any changes to best practise will be amended to this document as they are made.

School Residential Visits Ratios

For school residential visits it is recommended that male and female staff should supervise a mixed group. However, a female staff member should normally supervise girls and may, in certain circumstances, supervise boys, normally of year 8 or younger. Where a provider will be providing suitable staff to assist with pastoral care and emergency cover at night, these staff can contribute to staff ratios.

For school groups, on route to destinations, where staff are supervising travel, ratios may be lower. Apart from short distance journeys (predicted travel time of less than one hour) there should be a minimum of one staff member to 25 to 30 school participants. On a large coach this will result in a minimum of two staff (one of whom may be the driver, where a staff member is so qualified).

School Residential Visits Leading Sessions

For residential visits where the school staff will have sole responsibility for supervising participants outside the activity sessions or where staff are leading the study or activity sessions themselves the guideline minimum ratio is one staff member to 10 participants. For larger groups this may allow staff to have short periods of free time (downtime) while retaining the guide ratio of staff remaining on duty.

USE OF VOLUNTEERS

Volunteer adults such as parents may be suitable assistants for many visits and with younger participants may be necessary to achieve a safe staff ratio. Where a volunteer adult is relied upon as a key staff member (rather than an assistant leader/helper) they must be unambiguously informed of their duties and prepared to accept them.

For day visits a Disclosure and Barring Service (DBS) check will not be required for participant's parents, or for governors of the school, who assist on an occasional basis. However, they must never have sole charge of any participant or group of participants and must remain under the supervision of a staff member at all times. Schools must satisfy themselves of the suitability of all volunteer assistant staff.

Before accompanying any residential visit, all adults, including parents and governors, must be subject to a DBS disclosure. Those people with DBS checks from other Staffordshire establishments may use that disclosure if working in a similar capacity. All others will require a new DBS check.

People under 18 cannot be used as staff but may assist visits as a work experience or other trainee. Where the person is not known, confirmation of their suitability must be obtained from their most recent place of full-time education or other suitable establishment.

For all persons needing a DBS check, the School Business Manager (Currently Mrs Tompkinson) will arrange the process either on line or via the school office. There is no charge for disclosures undertaken on genuine volunteers.

STAFF ACCOMPANIED BY THEIR OWN CHILDREN

Children of persons staffing the visit should only be included if they are of similar age and/or ability as the other participants. Even so it should be realised that a staff member who is also acting as a parent may have divided loyalties and demands upon their time, especially in an emergency. Staffing ratios will need to be adjusted where this is the case.

Staff cannot adequately fulfil their duties if their own child's needs for supervision or support are significantly different from those in the group. In this instance staff should not include their children on the visit.

INSURANCE

The authority holds public liability cover to protect the County Council, schools, staff and approved volunteers from any claim of negligence or legal responsibility on its behalf that has resulted in injury or loss. Currently the cover is for £40 million.

In order to ensure similar protection on visits the County Council requires providers to have public liability insurance of at least £5 million. Within the EC this equates to approximately 7.5 million Euros

It is advisable to take out personal accident insurance for members of any group undertaking additional or high-risk activities. This insurance pays out a sum of money to any person suffering permanent injury and includes accidents where there has been no negligence.

Leaders must ensure parents are aware of insurance policy conditions. Anyone with a medical condition, for which they receive prescribed treatment, must have consent from their doctor that they are fit enough to take part before attending a residential visit, or undertaking an activity that may exacerbate the condition. Some insurers (not the county arranged school journey insurers) require prior notification of specified conditions.

EMERGENCY PLANNING

This school has a Business Continuity Plan in the event of a crisis and the plans for any visit need to be linked with this. In the case of a major disaster, such as a fatality, the

school will also need to link with the County Council's Emergency Plan and must refer to the Emergency Procedure Document. The Visit Leader has a pivotal role in this eventuality as they have details of everyone on the visit.

Emergency plans should contain details regarding not allowing participants to contact home until the parents of any affected child have been informed and not allowing anyone to talk to the media except designated senior staff. Electronic devices including mobile telephones are not permitted to be taken by children on any trips or visits including residential trips.

Staff must not discuss school business on social media including in the event of an emergency.

EMERGENCY PROCEDURES

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school the Visit Leader will act as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -

If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task. However, if the incident is very serious (e.g. involves a disabling or life-threatening accident or a fatality) then the headteacher, deputy or Visit Leader will inform the designated senior officer of the County Council and the school will instigate its Business Continuity Plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school would make all reasonable efforts to contact the party and may, where appropriate, need to involve the police.

CHARGING FOR SCHOOL ACTIVITIES

This is regulated by the Education Act 1996, and is explained in the DfES circular Charges for School Activities - Education Reform Act 1988. The basic principles are that education provided by a maintained school should be free of charge if it:

- Takes place wholly or mainly during school hours, or
- Is required by statute.

To establish if a residential activity is mainly within school hours each day is nominally split into two sessions, from midnight to noon and noon to midnight. If a visit takes place with less than 50% of sessions undertaken on school days it is deemed mainly outside school hours. A visit starting at 9.00am on a Friday and finishing at 11.00am on Monday

would contain three sessions within school days and four sessions outside school days and is deemed mainly outside school hours. If it returned at 2.00pm it would be deemed mainly during school hours. This is termed the 50% rule.

If the visit is within school hours but extends beyond the normal school day it is still permissible to charge for board and accommodation, but for families in receipt of certain social benefits or tax credits there should be no charge.

Schools may still provide visits deemed mainly during the school day, by requesting voluntary contributions. The headteacher can recommend the amount of the contribution but must explain that the school cannot insist that this amount is paid and that no pupil can be prevented from taking part because they have not paid or have not paid in full. (See model parental letter and consent Appendix 3).

It is normal for information to parents to explain that the visit will not be possible without sufficient funds and would have to be cancelled.

Where the visit is providing a statutory element of the national curriculum, or as part of religious education this must be provided free (at any time) unless it is deemed an “optional extra” and the same educational elements will be covered at school for those that cannot, or do not wish to attend.

Full records must be kept of all monies received and payments made. Parents must pay on Parent Pay which will give them an automated receipt of payment.

TRANSPORT USED ON EDUCATIONAL VISITS

When hiring transport for visits, only companies approved by the Passenger Transport Business Unit of the County Development Services Department and who are on the Staffordshire Schools Financial Services – Procurement List will be used.

This section is also responsible for giving other advice on road transport. The county council does not permit the use of double-decked buses for educational visit transport.

Samuel Allsopp Primary and Nursery School – Staff cars

Where participants are to be transported in staff cars the vehicle insurance must include business use and it must be taxed and maintained to the legally required minimum standard. The staff member must hold an appropriate licence. Parents must agree to participants travelling in staff cars.

VOLUNTEER DRIVERS

Where transport is to be provided by parents, they should only take their own child.

Travelling strictly in convoy is not recommended as it can divert a driver's concentration from road safety matters. Drivers should, therefore, know the route to their destination and not rely on following others.

Volunteer drivers must be given instruction regarding what is expected of them and this can be achieved by asking them to sign a declaration of which they retain a copy. A model Volunteer Drivers Declaration is shown in Appendix 6.

RECREATIONAL AND FREE TIME (DOWNTIME) ON VISITS

All recreational time (downtime) and other periods, e.g. while travelling, must be risk assessed and control measures produced. This will include organisation of any free time that is remotely supervised by staff.

The leader and staff retain responsibility during any periods of remote supervision. The control measures must include participants being judged old enough and responsible enough to obey the instructions, participants knowing where a duty staff member can always be contacted and may involve staff patrolling to ensure rules are being obeyed. Where any participant demonstrates they are not responsible enough they must not be allowed unsupervised time. At the end of all such periods the group must be counted to ensure that all the participants have returned. This is also important during rest breaks while travelling and before going to bed at the end of a day.

FIRST AID

Before undertaking any visit, the risk assessment should address the issue of what level of first aid will be needed. There will always be a qualified first aider on the trip, in the case of Nursery or Reception aged children going out on a trip/visit there will be a Paediatric First Aider within the group, and a first aid kit will be available and every adult on the visit should know how to call the emergency services. HASPEV gives additional advice on this matter including the minimum contents of a travelling first aid kit.

VISITS TO ENTRUST OUTDOOR EDUCATION CENTRES

Visits by schools to an Entrust Outdoor Education Service require approval or notification to the EVA, for the transportation to the Centre. However, the actual trip does not as they are self-approving. There is still the need for school staff using this service to obtain school approval before booking a visit and that parental consent is obtained. In addition, schools must ensure they have a Visits Leader available 24 hours a day.

VISITS TO NON ENTRUST SERVICES

All visits need to be submitted to EVOLVE.

USE OF SWIMMING POOLS DURING VISITS

Visits to establishments that have swimming pools are governed by the same regulations as for swimming pool sessions within the county. Some pools at hotels or other establishments have lifeguard cover that may adequately protect the participants. However, school may need to provide their own appropriately qualified swimming pool supervisor or lifeguard.

Swimming lessons provided by the Entrust Schools' Swimming Service are self-approving and directly monitored by the County. A risk assessment for travelling to the pool must be undertaken and the annual visits return should summarise the number of visits and participants involved.

SCHOOL MATCHES AND SPORTS EVENTS

Inter-school sports matches and events have operated on a regular basis for numerous years. Pupils gain immense benefits from participation and for the most part such activities occur without incident. However, the overall risk assessment for school matches and sports events, particularly when they are off-site, should specifically address issues relating to accident or incident procedures in the case of injury to staff or pupils or other unexpected events. Usually parents should be called to accompany a child to hospital but in the event that a member of staff would have to accompany a pupil to the hospital, there should be a second member of staff who can take responsibility for the remaining children. The Lead Teacher will make appropriate decisions should the transport break down and the team become unable to return on time. Eg by contacting parents direct. Such possibilities should be considered as part of the risk assessment for school matches and sports events and contingency plans made in advance.

ADVENTURE PLAYGROUNDS

Adventure playgrounds can offer an excellent opportunity for fun, challenge, adventure and imaginative play. They can also be used for structured problem-solving activities. However, they vary in quality and can be subject to vandalism.

Each adventure playground will need risk assessing. This will include an assessment of the suitability of the equipment for the age and ability of the group. Any area where the participants could fall more than 0.7 metres must have an impact absorbent surface (e.g. play bark or rubber) that extends at least 1.8 metres around the equipment. Any equipment where the participant could fall 2 metres or more should be considered carefully and, where deemed suitable, control measures (rules) set to minimise the chance of any fall. For example, climbing on the outside of a rope ladder pyramid where the holes are small enough to prevent a child falling through may be deemed permissible, whereas swinging from your arms and hanging on the inside would not.

Staff supervising adventure playgrounds must remain vigilant undertaking ongoing risk assessment at all times.

VISITS TO ANIMAL FARMS, ZOOS, AND PET SHOPS

Visits to farms and other animal husbandry establishments may expose participants and staff to hazards associated with animals especially where people are encouraged to have direct contact with animals.

These visits also raise issues of animal husbandry and establishments visited should be those where the care for the animals or creatures is given a high priority. As an

example, selling food for visitors to feed ad-lib to animals is detrimental to the animals' health and should not be encouraged.

The main hazards associated with visits to animals for people include health risks from micro-organisms, such as E.coli 0157 bacteria which can cause food poisoning and the possibilities of physical injuries from the animals, such as being bitten.

Working farms also have risks associated with machinery, agricultural buildings and associated farming activities (e.g. the use of chemicals). All these hazards need risk assessment and a generic risk assessment is available, see Appendix 2.

HASPEV paragraphs 190 to 193 gives further advice on the hazards associated with visiting these establishments and suggests control measures to ensure they are safe. NB: A Deputy Visit Leader will be assigned before the trip starts and have a copy of all paperwork including pupil details and medical conditions. This is in case the trip leader is incapacitated.

All forms MUST be formally approved on the Evolve system prior to the visit departing. This is clear evidence that the head teacher is happy with the planning and preparation of the visit and all guidance and protocols are considered and followed. This must also be completed with enough time for the visit leadership team to act on any guidance added to the form.

Evolve Administration

Please ensure all Evolve accounts are up to date. The EVC can manage all staff (apart from the head teacher and other EVCs) via the dashboard (the cogs on the homepage).

All staff employed by the school who may be involved in supervising pupils during visits should be added to the staff list. This will allow them to be given a username and password so they can access visit forms to gain any information they require.

Volunteers should be added to the volunteer list but do not require a log in. It is important that any information they require is given to them and they are fully briefed.

It is important to remove any staff who have left the school to maintain the security of the system.

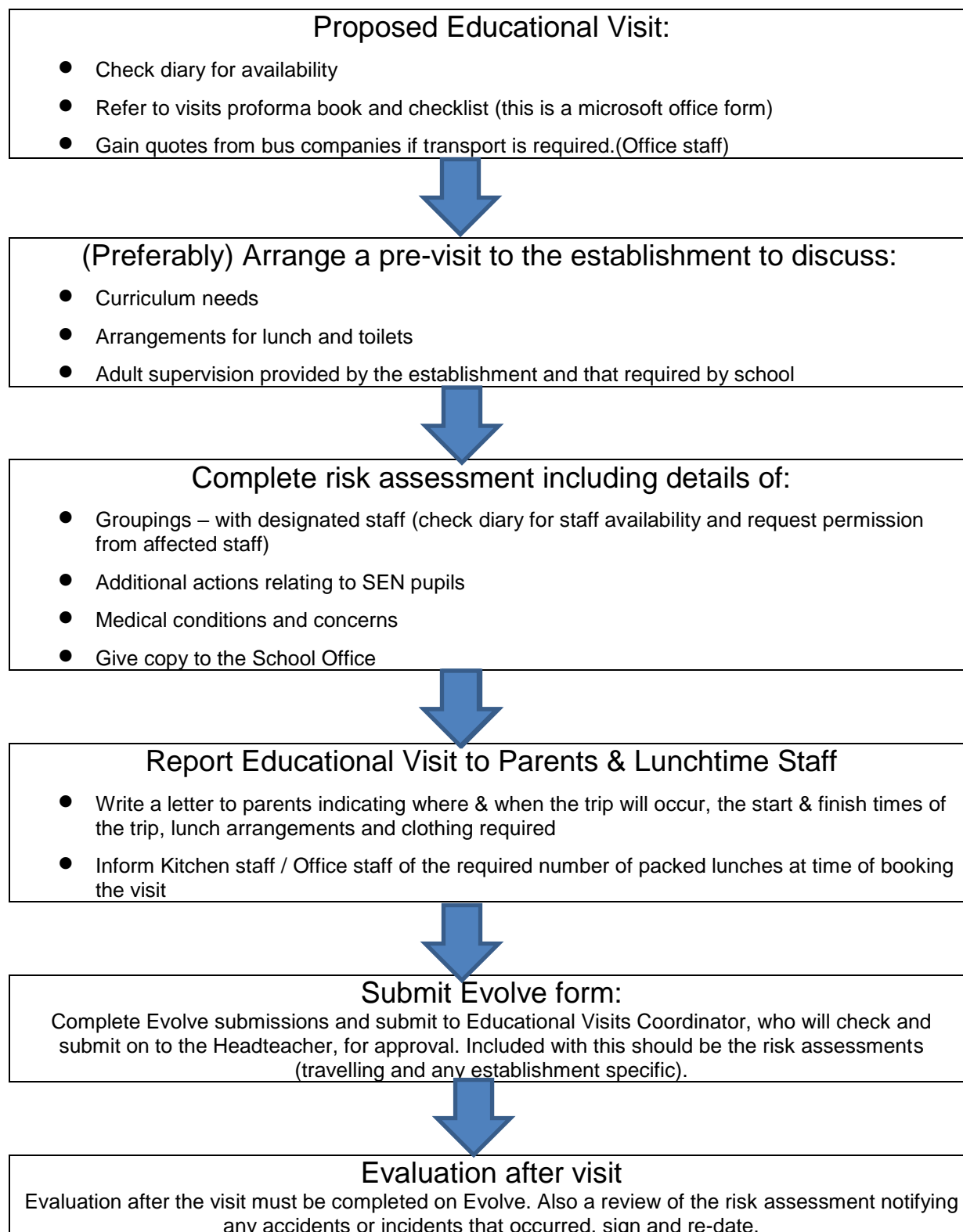
Staff should all have a school email address added to the system to allow them to receive notifications. Personal email addresses should not be used due to GDPR regulations.

Please consider what information is added to the form. Personal information regarding pupils such as care plans, contact numbers for parents do not have to be entered onto the form as long as the visit leader can provide evidence to the EVC and Emergency contact that the correct information is available for the visit team.

If there has been a change of head teacher or EVC please contact the EVA,

Gareth.lloyd@entrust-ed.co.uk

Educational Trips and Visits Guidance



EXAMPLE: Risk Assessment

Risk-Benefit Assessment and Operating Procedure

Activity	
----------	--

Persons at risk			
Minimum qualification of leader		Minimum qualification of assistant leader(s)	
Maximum group size		Minimum staffing ratio	
Please see the Risk Management good practice document in National Guidance available at http://oeapng.info for further guidance.			

Benefits associated with the activity		
Significant hazards/risks associated with the activity	Control measures (arrangements in place to reduce the risks to an acceptable level)	Notes

Further action required: 1. Ensure all persons staffing the visit are aware of and competent to comply with this risk-benefit assessment and the control measures.

Working practice	
Group structure	See Emergency Procedure Document
Restrictions	
Emergency procedure	

Safety equipment	
------------------	--

Staff member(s) producing this risk-benefit assessment	
--	--

Date of this review	
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Head Teacher: Mr Lee Smith

Telephone: 01283 247420

E-mail: enquiries@victoria.staffs.sch.uk



Victoria Community School

INSERT Date

INSERT Year/Class Group – Name of Trip

Dear Parents/Carers,

We have arranged to take **INSERT Class** class on an educational visit to **INSERT Venu** on **INSERT Long Date**. Children need to arrive at school by **INSERT TIME**, the coach will then leave at **INSERT TIME** and return to school before the end of the school day, for collection at normal time.

LUNCHTIME ARRANGEMENTS : DELETE WHERE APPROPRIATE: All children need to bring a packed lunch (no chocolate, sweets, fizzy drinks or glass bottles please). If your child is entitled to free school meals a packed lunch will be provided by the school.

SPECIFIC CLOTHING INSTRUCTIONS DELETE/ADD: All children should wear full school uniform, a waterproof coat and wellington boots with their name clearly labelled inside.

PAYMENT: DELETE AS REQUIRED

There is no cost for this trip, however for your child to take part we must have permissions given by **INSERT DATE**.

As this visit takes place during the school day it is necessary to ask for a contribution of **INSERT ££** towards the total cost, payable via Parentpay. Please be aware that if there are not enough contributions, the trip will not be able to go ahead. Contributions and permissions must be given by **INSERT DATE**.

Please submit your contributions and your parental consent via:

[ParentPay - Leading Cashless Payment System for Schools.](#)

If you require help in setting up your ParentPay account please contact the School Office on 01283 247420.

Yours faithfully

Mr L Smith Headteacher.

Parental Request for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school/setting	Samuel Allsopp Primary and Nursery School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

SCHOOL MEDICINE RECORD

[illegible]

**MEDICAL FORM FOR PARTICIPANTS ATTENDING A RESIDENTIAL VISIT AT AN
OUTDOOR EDUCATION CENTRE**

To be completed not more than fourteen days prior to the visit start. For participants under 18 years of age a parent, or person with parental responsibility, must complete this form.

Name of participant.....

Date of Birth

Address.....
.....Home Telephone No.

Name of parent or contact(s).....Relationship

Work Telephone No. Mobile Telephone No.

Name of Participant's Doctor

Doctor's Address & Telephone Number

Name of school/establishment.....

**IF THE ANSWER TO ANY OF THESE QUESTIONS IS 'YES' PLEASE GIVE FULL
DETAILS OVERLEAF** (Please circle the appropriate answer)

1. Will the participant need to bring any medications for treatment during the visit?

YES NO

2. Has the participant suffered from, or been in contact with anyone suffering from, an infectious or contagious disease in the last four weeks?

3. Does the participant suffer from?

a) Epilepsy

YES NO

b) Diabetes

YES NO

c) Asthma

YES NO

d) Bedwetting

YES NO

e) Allergies (including to any medication)

YES NO

4. Is there any condition that may restrict, or be aggravated by, physical activities?
YES NO

Has the participant received an anti-tetanus injection? If 'yes' give date

.....

I hereby give permission for the participant to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

- | | |
|-------------------------------------|-----------------------------------|
| 1. For colds causing congestion | Decongestant Lozenge (e.g. Tunes) |
| 2. For headache | Paracetamol or Calpol |
| 3. For insect/plant bites or stings | Proprietary spray or cream |
| 4. For sore lips | Lip salve or Vaseline |
| 5. For sun protection | Sunscreen |

I agree to the participant receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities. I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness. I undertake to inform the leader in charge of any changes to the above between the date signed and the start of the visit.

..... Date

Sign and Print Name (Parent/Parental Responsibility Holder if participant is under 18 years)

This medical form must be returned to the visit leader and will be taken on the visit. The data provided will be used to ensure the appropriate care and treatment of participants. The data will be shared with health professionals where necessary.

THIS SECTION TO BE COMPLETED ONLY IF THE ANSWER TO ANY QUESTION OVERLEAF IS 'YES'

1. Give details of any medical treatment needed during the visit or medications that need to accompany the participant (e.g. Hayfever remedies). If regular medication is needed please ensure that sufficient is provided to last throughout the visit.

2. Nature of infectious disease and how contacted during the past four weeks:

3. If the participant suffers from EPILEPSY, DIABETES, ASTHMA, please give FULL details below. These should include severity and frequency of attack, approximate date of the last attack and details of any medication taken regularly or kept for emergencies. (Confirmation of fitness to attend, from a doctor, may be required before affected participants are deemed suitable to attend some visits):

4. Bed-wetting – arrangements must be made by the person with parental responsibility to provide suitable bedding, which may be necessary in this event.

1. Condition causing restriction upon, or that may be aggravated by, physical activities and relevant details (Confirmation of fitness to participate, from a doctor, may be required in certain cases):

6. Details of allergies, including reaction to painkillers, antibiotics, analgesic and other proprietary medicines and reactions to types of food e.g. nuts.

Volunteer Driver's Declaration

To: Mr L Smith

Samuel Allsopp Primary and Nursery School

I confirm I am willing to use my own vehicle for transporting young people on educational visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my company that young people carried voluntarily on these visits are insured.

I have a current valid driving licence (of which the school will take a photocopy).

I will ensure that the vehicle is roadworthy in all respects.

I will ensure that passengers all wear correctly fastened seatbelts and have booster seats if needed.

I will not transport a young person on their own, unless they are my own child, as part of any visit.

I consent to the terms and conditions outlined on this declaration and will work within them. I have never been convicted of any offence that would render me unsuitable to work with children.

Signed: _____ Date: _____

Name: _____

Address: _____

The School or the County Council reserve the right, at any time, to request copies of any relevant documentation including the vehicle registration document (form V5C), MOT certificate, insurance certificate, road tax and driving licence.

Additionally persons regularly transporting young people will be asked to undertake a DBS disclosure (to ascertain they have not been convicted of an offence rendering them unsuitable to work with children) or obtain a Certificate of No Convictions from the police (available under data protection procedures).

Drivers should retain a copy of this declaration reminding them of the School and County Council expectations.

Emergency Procedures Document for Visit Leaders

These procedures include copyright material from a model document published by OEAP National Guidance at oeapng.info 4.1g.

The sequence of actions depends upon the nature of the emergency.

Immediate Action

1. Ensure your own safety
2. REMAIN CALM. Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call the relevant emergency services if necessary. (see phone numbers below)
6. Carry out first aid to the best of your abilities.

First Aid

The aims of first aid are to:

1. Preserve life:
 - a) Casualties need to be able to breathe - if they are unconscious put them into the safe airway position.
 - b) Try to find and stop any serious external bleeding.
2. Prevent the conditioning worsening:
 - a) Protect the casualty from the environment - keep them warm and dry.
 - b) Monitor their condition.
3. Promote recovery:
 - a) Talk to them, reassure them, hold their hand, provide emotional support.

Missing Person

If someone is missing:

- Urgently check any hazards nearby, particularly water;
- Check the activity area, and the last place they are known to have been;
- Depending on the circumstances, try to contact them, for example:
 - By mobile phone if they have one;
 - By shouting or blowing a whistle and then listening;

- If a child is missing for more than a short time, or if an adult is missing for a long enough to cause concern, alert the emergency services and your Emergency Contact (see below);
- Check any key points (e.g. previous meeting point, accommodation, your immediate destination) to which they may have gone;
- Consider what they might have done, or what might have happened to them, from the last time and place they were known to have been, and use this to plan further searching;
- Continue the search process until emergency services take over of the person is found;
- In consultation with the Headteacher decide whether to continue the visit/activity while the search continues under the control of the emergency services or another member of staff.

Other Urgent Actions

Take stock and plan, delegating where possible.

Call Victoria Community School Emergency Contact if any of the following apply:

- You need support;
- The emergency services are involved;
- The incident is serious;
- Someone is missing;
- The press/media are involved.

They could need the following information:

- Who you are, which establishment you are from and what your role is within the group;
- The number you can be called back on;
- The nature of the emergency and details of the incident;
- What help you need;
- Whether the emergency services are involved;
- How many casualties there are and their status;
- The number of people in your party;
- Your location, and whether you plan to move.

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g. shelter, food and drink, transport;

- Emotional needs, e.g. remove them from the scene, provide reassurance, and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.

Control communication - prevent group members from using their phones or social media unsupervised, or talking to the media, until the establishment, employer and affected parents have been informed, and explain to them the importance of not spreading inaccurate information.

Start a written log of actions taken and conversations held, with times.

Further Actions and Follow-Up

Take stock again and re-plan the next phase - what have you forgotten?

Deal with any casualties that are in the care of the emergency services:

- Allocate a member of staff to accompany to hospital;
- Keep track of who is where.

Consider the needs of yourself and fellow leaders- are you/they coping?

Liaises with Samuel Allsopp Primary and Nursery School - hand over what you can to them, to reduce the stress on you.

Continue the written log with all the details of the incident of he actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example:

- Information about the incident and what is happening;
- Toilets, washing facilities, clean/dry clothes;
- Transport;
- Accommodation;
- Contact with home.

Refer all media, parental or other enquiries to Samuel Allsopp Primary and Nursery School.

Contact relevant agencies as necessary (vis Samuel Allsopp Primary and Nursery School if possible) - see numbers below.

Keep receipts for any expenses incurred - insurers will require these.

Report the incident using your employer's procedures.

Useful Numbers

Visit Leader	
--------------	--

Assistant Leader	
Establishment Emergency Contact	
Establishment - alternative numbers	
Emergency Services UK	999 or 112 You can text 999 if you have previously registered to do this
Emergency Services in countries to be visited (in some countries there are different numbers for emergency services)	
Foreign Office Consular Assistance	+44 20 7008 1500
Police (non-emergency) in UK	101
NHS Advice line in UK	111
Travel Insurance Emergency Assistance	
Accommodation	
Tour operator / transport provider	