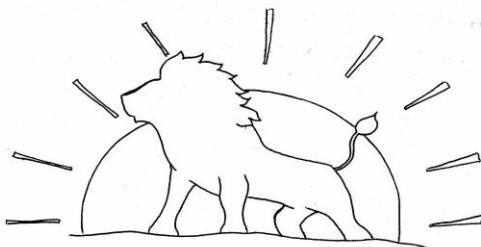


Educational Visits Policy

Northwick Park MAT



Northwick Park Primary and Nursery

We Take Pride



Approved by: LGBs
Last Reviewed On: September 25
Next Review: October 26

Northwick Park Primary and Nursery Academy Educational Visits Policy

Name of establishment	Northwick Park Primary and Nursery Academy
Who is employer	Northwick Park Primary and Nursery Academy
Responsibility for offsite visits	Mrs T Smith (Leigh Beck) Mrs L Cooper (Northwick Park) Mrs L Clark (William Read)
Date Trained	L Cooper July 2024
Policy agreed	LB NP WR
Signed off by	Chairs of Governors
To be reviewed	October 26
Other Policies Related	Child protection. Inclusion, Safeguarding, Volunteer, Critical Incident, Charging and Remissions, Health and safety, First Aid policy, Transport in Private Cars.
Other Paperwork Attached (appendix)	School Emergency Plan Emergency Contacts Visit Leader Checklist Local Visit Area Operating Procedure

CONTENTS

PAGE

1.	Introduction	3
2.	Reasons for Visit	3
3.	Visits and curriculum links	3
4.	Gaining approval for the visit	4
5.	Choosing a date/venue/provider/programme/resources for a visit	4
6.	Information about the visit to/from pupils and parents	4
7.	Visits and staffing	5
8.	The Visit	5
9.	Financing the visit	6
10.	Insurance	7
11.	Transport	7
12.	Emergency Procedures	7
13.	Inclusion	7
14.	Swimming Pool Guidance	8
15.	Social Media	8
16.	Monitoring and Evaluation	9

Appendices

Education Visit Checklist for Staff	10
Local Visit Area Operating Procedure	11
Emergency Procedures Action Plan	13

1 Introduction

1.1 The Local Governing Bodies have the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Northwick Park Primary and Nursery Academy reads this policy before contemplating or organising any educational visit or visit to be made by children from this school.

- Staff need to refer to *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/

The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **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 Northwick Park Primary Multi Academy Trust (NPMAT), we offer a range of educational visits and other activities that compliment and support what they learn at school.

2.3 Education visits promote independent learning and ensure that all pupils at NPMAT grow and develop in new learning environments

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 many subjects 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;

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.

3.3 Year 6 pupils have the opportunity to take part in a residential visit. During this trip the pupils take part in activities which link to most curriculum areas with a strong focus on PSHE and outdoor learning.

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 visit**

4.1 **Governors**

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

The Governors must approve any visit involving an overnight stay or overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits. The Governors have adopted a charging and remissions policy.

4.2 **The Headteacher or 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 see SEN and Disability Act 2001.

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	Yes and formal approval by	EVC/Head/County
Residential	Yes and formal approval by	EVC/Head/County
Adventurous	Yes and formal approval by	EVC/Head/County
Day Visits with transport	Yes and formal approval by	EVC / Head
Local Area Visit	Yes and verbal approval by	EVC / Head

5 **Choosing a provider**

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

For all visits except local ones, leaders should check to see if the provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.) If these are not held, an OEAP Provider Form must be completed by the visit leader/venue and attached to the risk assessment.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school hours or outside the planned curriculum. Blanket cover will be sought for parental permission for activity taking place within the extended learning locality at the point of admission. Parents will be informed of activity taking place within the extended learning locality but permission for each activity need not be sought.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

7 Visits and staffing

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. The visit leader will complete an online risk assessment through the Evolve system before all school visits. A local risk assessment may be written for local visits that do not involve coach travel at the discretion of the Headteacher or EVC.

Guidance for Visit leaders can be found at :

<http://oeapng.info/visit-leader/>

A check list for staff leading visits is attached as an appendix.

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. An EES for Schools online learning module is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. (See EVOLVE Homepage for more details.) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

8 The visit

Staff are expected to behave in line with the school's social media policy. No communications should be made on social media about school visits.

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 or they will have EvolveGo set up on their mobile phone.

8.3 During the visit

- Children must be kept in escort's group at all times, if one urgently requires the toilets, they must be accompanied by other children. If a male escort is not available for the toilets then escort must check out male toilets *BUT CHILDREN MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN.*
- Children should be counted on and off the coach and kept in sight of their escort at all times.
- 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 emergency phone numbers.
- When we are in public spaces as a school, our first and main priority is for the safety of the children in our care. We have no jurisdiction on the behaviour of public and staff are not expected to challenge members of the public for their behaviour (including the taking of photographs) beyond the realm of common sense. There is no law against people taking photos in public places and a challenge should only be made if a real threat of safeguarding was in place. This should then reported to the authorities.

First Aid

- First Aid is provided in line with our school First Aid Policy. Where a member of staff is informed that a child has bumped their head on a trip, a teacher will telephone the school office who will telephone the parent/carer. Usual procedures will follow.

8.4 On return

- Check all children off the coach and a member of staff must lead the class either into school or to an area of playground where children can be collected by a parent/guardian and a teacher can check them off, thus ensuring that each child departs with a known parent or guardian. Teachers must then check the coach is empty by conducting a 'sweep'.
- A teacher must remain with any uncollected children until all parents have arrived and all children have departed.
- All lists of children and paperwork for the day must be returned to the visit leader who will then destroy it in accordance to our GDPR rules.

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 County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a visit 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.

Some visits may incur vast amounts of money. A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

10 Insurance

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.

Insurance Provision

Teachers should be aware of the school provision for insurance.

Northwick Park are covered by the DfE RPA (Risk Protection Arrangement), details of which can be obtained from Sarah Colquhoun.

11 Transport

Private car transport – all staff that use their own vehicle to transport children are required to provide a copy of their car insurance policy to the school to show that they have adequate cover. When travelling by coach or taxi, the provider must be approved by the EVC/Head.

12 Emergency / Critical Incident Procedures

- All leaders must carry the school's 'Critical Incident form' or have access to EvolveGo – 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 Inclusion

All school visit leaders have a duty to make reasonable adjustments to trips and risk assessments to include all pupils. The Equality Act (2010) does not override health and safety legislation. Visit leaders will carry out a risk assessment before each trip, add additional carers to the booking (if required), consider accessibility together with safeguarding the health and safety for all pupils, ensure that a fully-trained member of staff for that child/children is present on the staffing list and clearly assigned their responsibilities.

14 Swimming Pool Guidance

The opportunity may arise for children/ young people to swim during an educational Visit, either using swimming pools or in open water. Group Leaders must ensure that relevant regulations are adhered to. If the requirements outlined below cannot be met, swimming must not be permitted. Prior permission must be obtained from the parents or guardians of any pupil, prior to including them in swimming activities.

Teachers should monitor the risks of regular swimming activities and adjust supervision levels as necessary. For all swimming pool educational visits the Group Leader must check the following

- The water is clear and its temperature is appropriate.
- The depth of the water is suitable for the activity, e.g. deep enough for safe swimming or shallow enough to allow children to stand up during swimming lessons. There should be signs clearly indicating the water's depth.
 - If supervisors or children with disabilities are to use the swimming pool ensure there are suitable facilities for their needs; especially in the event of an emergency evacuation.
- There is poolside communication e.g. telephone, intercom or emergency alarm button.
- There is suitable poolside rescue equipment and if there is someone trained to use it.
 - There is a suitable changing room for each gender. • That the changing facilities are safe and hygienic.
- That clothes and belongings can be stored securely.
- That group leaders have been instructed in how to supervise changing in public areas.

Supervision The Group Leader has overall responsibility of children/young people during the educational visit. The Group Leader must ascertain that lifeguard cover is provided by the swimming pool operator. If there are no qualified lifeguards available children/ young people may not use the pool. Staff/ appointed adult may only act as a lifeguard if they hold a Royal Lifesaving Society National Pool Lifeguard Qualification stating their competence to affect a rescue from a depth greater than or equal to the depth of the pool being used.

A national rescue test for swimming teachers and coaches is classed as an acceptable qualification only whilst the children are following a structured session, under instruction from a teacher. This award does not cover you to act as a life guard during any "fun/play" sessions. You must also have another adult present during the activities who is able to get help if required. The Group Leader or an appointed assistant must observe the group from the poolside and be prepared to alert the lifeguard if a child/young person is in difficulty. This observer must be conversant with pool operating regulations and emergency procedures.

The Group Leader must ensure that:

- Group members know how to summon help in an emergency.
- Group members are aware of the signal for leaving the water.
- Group members are counted in and out of the water.
- Good discipline and pool rules are observed at all times.
- Rough play; such as 'bombing', running and unnecessary noise are forbidden.

Social Media

Sharing trip highlights, celebrating achievements and promoting trips can be done using authorised social media accounts as long as every child has permission from their carers to be posted. These posts will only be made after the trip if it is for the day but if it is a residential they will be made during evenings when children are safely within boundaries of the lodge. Staff should not be using personal accounts or personal devices for these purposes. These decisions should be sense checked by the school base contact.

16 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, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

Education Visit Checklist for Staff

Before the visit

- Ensure all parent permission has been collected
- Check for current medical information
- Complete Evolve 'Local Area Visit or Visit' details
- Complete OEAP Provider Form if LOtC Quality Badge/specific National Accreditations are not held.
- Leave Evolve print out, itinerary, pupil and staff list with the office. (If you are taking full classes you do not need to leave pupil lists)

On the day of the visit

- Make the office aware of any amendments to the class list and staff list
- Take first aid kit
- Take critical incident cards/have access to EvolveGo
- Share relevant phone numbers with staff on visit
- Carry relevant medical and emergency phone numbers
- Carry group or class lists (paper copies or on EvolveGo)
- Brief children and adults as needed on any emergency precautions (hold hand rails, no running etc.)
- Ensure that school contacts have their phones available whilst you are away from school

During the day

- If you encounter traffic on the return journey, please call to let the office know
- On class visits returning to school, please bring all children into the school building before dismissing them. It is suggested that you use your usual pick up point or the link corridor to dismiss children.
- On return to school, collect in all group and class lists and medical lists to be shredded. Please remind staff of GDPR rules when carrying information on pupils off site.

Local Visit Area Operating Procedure

Boundaries

For the definition of a 'local area visit' we will include any location on Canvey Island that we walk the children to.

We also include schools and sporting venues where sports fixtures or regular sporting activities take place (including the Deanes School) where children are transported in staff cars. Where this is the case, parents will be informed that the children will be travelling in staff cars and all staff will adhere to the school transport policy.

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).
- Activities that take place near open water (activities that involve the children going within 5 meters of the water will need to be covered by a standard evolve risk assessment.

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- 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 be a minimum of two adults.
- 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.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone 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)
- Marked safe crossing places will be used where possible. If not available a member of staff will stand in the road until all of the children have crossed.

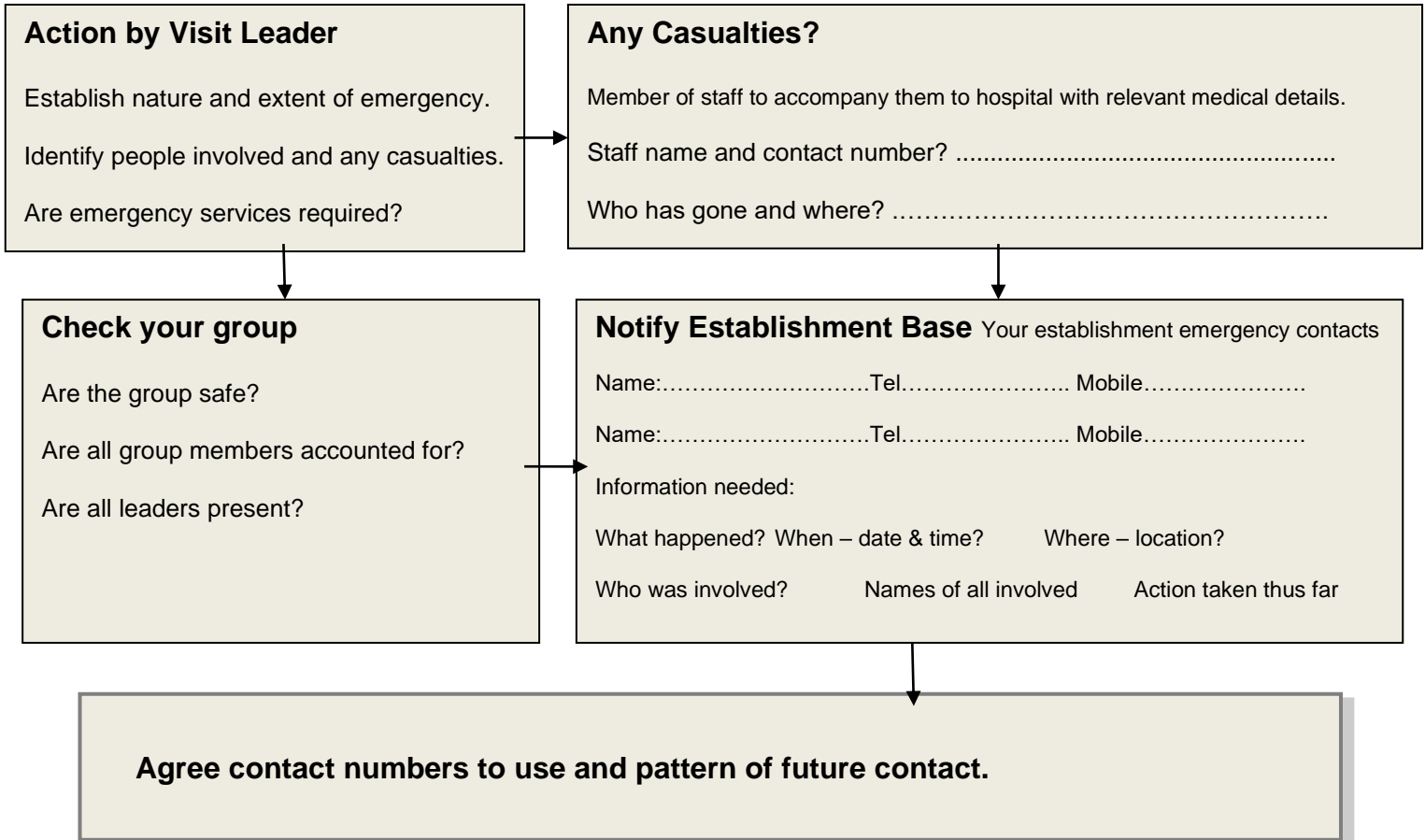
Additional information for transport by car or coach

Where children are being transported to venues for sporting activities by car or coach, the local visit form may still be used with the permission of the EVC or headteacher. This will only be agreed for trips to other schools for sporting fixtures or to fixtures that the school has taken part in before, and have therefore carried out a pre-visit check.

- When travelling in staff cars, all staff will adhere to the school Private Car Policy.
- When travelling by coach, staff will adhere to guidelines set out in Coach Risk Assessment.

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

