



Educational visits statement

Approved by Trust Board on 3 March 2020
Applicable from 4 March 2020

1 Introduction and context

1.1 The Co-op Academies Trust recognises the significant value of off-site learning. Educational visits offer fantastic opportunities for both pupils and staff and they are most successful when they have been planned well.

1.2 Current academies in the Co-op Academies Trust have their own policies in place for organising and managing educational visits, with many choosing to use the service provided by companies such as *Evo/ve*. As the Trust grows, consideration will be given to using an online service more widely

1.3 This statement applies to all academies which are part of the Co-op Academies Trust. It is intended to help academy leaders and their staff to plan educational visits in line with their current policies. It is also intended to clarify which visits must be approved by the Trust as the employer.

1.4 The planning of educational visits should have regard to employees' terms and conditions.

1.5 To ensure consistency across the Trust, this statement outlines a number of requirements all academies must follow and include in their own policies. Appendix 2, for example, provides a checklist of considerations.

1.6 The policy statement has been written in line with national guidelines, more details of which can be found at <https://oeapng.info/>.

2 Academy policies for Educational Visits

2.1 Each academy must publish its policy for educational visits on its own website. Such information is helpful to parents in knowing who has responsibility for any visits that take place and expectations of pupil conduct.

2.2 Each academy policy should make clear:

- that the academy's local governing body has a role to play with regard to educational visits through its statutory duty to safeguard pupils and promote their welfare
- the name and role of the Education Visits Co-ordinator (EVC)
- the process of arranging educational visits
- the role and responsibilities of visit leaders
- how parents and carers are informed of such visits and how their permission is sought
- that for routine visits, a trained first aider - either from the academy **or** the host venue - is available
- that for non-routine type visits, at least one academy member of staff present is first aid trained, unless the visit is organised by a company that provides first aiders
- that first aid may be administered by a trained first aider

- ❑ examples of support that pupils with particular needs will receive
- ❑ that pupils entitled to free school meals will have a packed lunch provided
- ❑ the types of visit the academy is likely to organise:
 - routine visits, such as use of local library, sports fixtures with local schools, other visits to local schools, theatre trips, museum visits - approved by the Principal and nominated EVC
 - non-routine visits involving adventurous activities and/or overnight stays, and/or foreign travel, for example outward bound centres, theme parks, MFL trips overseas, DofE expeditions, water sports, residential stays - approved by the Principal and nominated EVC, the Chair of the local governing body **and** the Trust CEO through the regional Chief Education Officer

Examples of non-routine adventurous visits may be found in Appendix 1 (please note, this list is not exhaustive)

- ❑ how risk assessments are conducted and reviewed
- ❑ how accompanying staff are briefed and provided with relevant safety and safeguarding information, including emergency protocols
- ❑ how pupils and staff may be transported, including if more than one vehicle is being used. Reference must be made to the Trust's Driving at Work policy
- ❑ that it is not permissible for any visit to proceed unless:
 - the correct procedure has been followed as outlined in the academy's policy
 - the correct risk assessments are in place and have been shared by those leading the visit
 - the details of the visit have been logged accordingly
 - the Principal and nominated EVC has given express permission for the visit to take place
 - and the leader takes the appropriate paperwork with them on the visit
- ❑ that under normal circumstances there will be no deviation from plans arranged without full risk assessments taking place and without the authority of the Principal. Where such changes are proposed for non-routine visits, these should be discussed via the regional Chief Education Officers as soon as possible
- ❑ that visit leaders will conduct ongoing dynamic risk assessments throughout the visit to take account of, for example, changes in weather conditions or other unforeseen occurrences. Such occurrences should be reported to the Principal at the earliest opportunity in all circumstances and to the Director of the Trust via the regional Chief Education Officer.
- ❑ that all visit information should be kept for a minimum of six years; however, information relating to incidents that take place on a visit, accidents involving staff and/or pupils for example, should be kept *ad infinitum*. Where such incidents occur, these must be recorded and reported using the academy's accident reporting procedures and escalated if applicable to the academy's local governing body and the academy's Chief Education Officer via the Principal as soon as practicable and certainly within 24 hours as a health and safety requirement
- ❑ male and female staff, wherever possible and practical, should accompany a visit. This is essential for residential visits

- ❑ all adults accompanying pupils on a residential visit should be CRB/DBS checked at enhanced level and their details recorded on the academy's single central record

- ❑ the following employee-pupil ratios will be adhered to:
 - Nursery/Reception: 1 staff member to 4 children
 - Years 1 – 3: 1 staff member to 6 children
 - Years 4 – 6: 1 staff member to 10 children
 - Years 7 - 13: 1 staff member to 10 children (residential)/ 15 other activity
 - individual support must be identified for students with special educational needs and the appropriate risk assessment put in place

- ❑ emergency protocols, including, for example, contact with parents if serious problems occur or staff are taken ill while visits are taking place

3. Review of this policy

3.1 This policy will be reviewed annually in the first instance.

Appendix 1

The following activities are regarded as involving adventurous activities. However, this list is not exhaustive:

Water

- Swimming
- Canoeing / kayaking; sailing / windsurfing / kite-surfing; rafting or improvised rafting; use of powered safety/rescue craft.
- Water skiing
- Snorkel and aqualung activities

Outdoor

- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration

Other

- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- Other activities, for example 'initiative' exercises, involving skills inherent in any of the above

Appendix 2: Points to Consider when planning an Educational Visit

	Not applicable	Considered - not required	Considered - mitigation arrangement
Identify nearest medical help/ doctors/ hospital			
Procedures for dealing with pupil conduct and consequences, including parents collecting from trip venue if necessary (residential)			
Identifying experienced staff, including need for senior staffing on residentials, protocol for responsible & trained staff			
Protocols for bedtime arrangements and staff entering rooms			
Fire drill for residentials			
Linking to charging policies, including for voluntary contributions for day trips and financial costing for other trips			
Need for mobile phone communication- trip phones of varying networks			
Access to finance in emergencies - Academy credit card			

Ensuring equal opportunities for all learners, including disadvantaged and SEND			
Gender neutral arrangements and guidance			
Safeguarding arrangements and reporting concerns			
Protocols for use of social media and phones by learners			
First aiders in transit			
Transport safety certificates			

Appendix 3: Educational Visits Checklist

Pre visit
During
Post visit

Area	Aspect	Check	Notes
Stakeholders	Procedures for ensuring the correct permissions have been given for the visit to take place, adhering to the permission protocol.		
	Medical, dietary, first aid, inclusion and accessibility needs are all addressed prior to, and during, the visit.		
	Parental consent been gained for staff to administer specific drugs/injections, and if necessary named staff have received appropriate training.		
	Pupils have been advised in advance about expectations of their behaviour. Pupils are aware of any rules and sanctions to deal with unacceptable behaviour. These have been agreed with pupils and staff.		
	Safeguarding issues are addressed and any necessary DBS checks are completed prior to the visit including those for volunteers.		
	Visit leaders have access to sufficient funds and an effective means of communication in case of emergency.		
	When additional equipment such as waterproof clothing, boots are needed by pupils, procedures are in place for checking the suitability of equipment pupils provide or is covered in the cost within the visit price.		
	Contracts with providers and participants/parents are satisfactory, are signed and uploaded to Evolve.		
	Appropriate arrangements are in place for the dismissal of pupils following late arrival back from a visit. Safe procedures are in place for the non collection of pupils at the end of the visit.		
Staff	A competent trained EVC has been agreed on your site and they have access via Evolve to competent advice such as from an outdoor education adviser provided centrally via the Trust.		
	Visit leader induction and training needs have been identified; training to support leader development has taken place and sampling of activity takes place throughout the academic year to identify any further training needs.		
	Visit leaders are responsible for, and have ownership of, all visit plans including risk assessments and Evolve trip planning documentation.		
	Where appropriate, all leaders and participants are involved in the planning process.		

	Visits have sufficient leaders, staff members and volunteers to ensure effective supervision of all pupils and to deal with incidents and emergencies.		
	Everyone is aware of their roles and responsibilities during the educational visit including volunteers.		
	All staff are aware of any medical needs and/or other relevant details of pupils. Medical details must be taken on the visit with emergency contact details for all those attending (staff, volunteers and pupils)		
	The level of staffing is sufficient for there to be an appropriate level of supervision at all times with capacity for dealing with emergencies.		
	There is a designated 24/7 emergency contact with access to all information and documentation relating to the visit.		
	Thank all staff and helpers involved in the visit for their support and enabling the visit to go ahead.		
Policy and Procedure	Ensure you have adhered to the Trust policy for educational visits and follow the OEAP National Guidance information accessed from Evolve.		
	Your academy must have standard operating procedures for straightforward and routine visits. These must be reviewed and updated routinely.		
	Notification and approval procedures are in place, are followed correctly, are within agreed timescales and tracked on the Evolve system.		
	Notification and approval for residential, non-routine and overseas trips must be obtained from your Chief Education Officer		
	External providers are appropriately selected from the pre-approved Evolve preferred provider list.		
	Planning and management of visits takes into account current government guidance about pandemics.		
	Educational Specific Risk Assessment (ESRA) for each event has been completed and shared with all relevant parties.		
	Any travel, transport, and residential arrangements are appropriate.		
	There is an emergency plan, which is periodically tested (covering such events as short notice staff absence).		
	Sufficient insurance is in place to cover the normal range of visits, and specific additional insurance is arranged when necessary (always check with Carol Mitsi if in doubt).		
Check whether any adventure activities that the establishment provides requires an Adventure Activities Licence and that this is in place (copy shared and uploaded).			

	A copy of the attendance list is left with an appropriate person in the academy.		
Systems	Using the Evolve educational visits platform, ensure that visits are well-managed, engaging, relevant, enjoyable and memorable.		
	Visits are regularly considered at senior leadership/management level and by governors.		
	Systems are in place for informing parents and for obtaining their consent for all off site visits.		
	Systems are in place for obtaining and securely handling up-to-date participant data including contact details, medical information, dietary requirements and information about special needs.		
	Accidents and incidents are reported and investigated; learning is shared and RIDDOR requirements are met.		
	Any charges for visits must be considered in line with the charges and remissions policy and the relevant PP/LAC/FSM provision discussed and agreed including payment methods and timescales for payment.		
	Check whether any visits are in scope of the Package Travel Regulations and are covered by Evolve or pre checked.		
	Monitoring is in place to ensure that all requirements of the visit venue are met and that the quality of the visit meets expectations.		
	Visits are reviewed and evaluated, and good practice/lessons learned shared. Evaluations of each visit must be logged on Evolve.		
Education	When agreeing to an educational visit take time, understand how the visit will support a wide range of outcomes for participants.		
	The visit is appropriate to the age, ability and aptitude of the group.		
	All visits have at least one alternative option (a 'Plan B').		