



Educational Visits

Introduction:

Educational visits provide a context for learning, requiring young people to use their skills, knowledge and understanding in real, and often complex situations. This helps them to understand and remember what they are learning about.

Early Career Teachers will normally be expected to complete their first year in teaching before taking responsibility for an educational visit, and will have participated in a visit organised by an experienced member of staff during that year.

Types of Visit and Approval

There are three 'types' of visit:

- 1. Visits/activities at and around School that are part of the normal curriculum and take place during the normal school day.**
- 2. Other non-residential visits within the UK that do not involve an adventurous activity e.g. visits to museums, farms, theme parks, theatres, etc.**

These are submitted to the Educational Visits Co-ordinator (EVC) for approval. Once approved, the trip/visit is entered onto EVOLVE by the EVC or on behalf of the EVC by the Educational Visits Administrator (EVA).

- 3. Visits that are overseas, residential, or involve an adventurous activity.**

These are also submitted to the EVC (Educational Visits Co-ordinator) for approval. Once approved, the trip/visit is entered onto EVOLVE by the EVC or by the Educational Visits Administrator (EVA) on the EVC's behalf.

The Visit Leader should prepare and submit the costings of the visit to the Finance Office. Costings for day visits should be approved by the Assistant Finance Manager. Costing for residential visits should be approved by the Finance Manager. The Visit Leader should endeavour to prepare and have authorised the visit costings early in the planning process.

Information and Advice

Educational Visits Co-ordinator (EVC):	Helen Birch
Educational Visits Administrator (EVA):	Claire McGrory
Outdoor Education Adviser for PCC:	Stephen Brown stephen.brown@cambridgeshire.gov.uk

Outdoor Education Advisors Panel (OEAP) handbook - National Guidance, is available at www.oeapng.info

Roles and Responsibilities

Visit Leaders:

Visit Leaders are responsible for the planning of their visits and liaising with the Educational Visits Administrator (EVA). They should obtain outline permission for a visit from the EVC **prior** to planning, and before making any commitments. Visit Leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Educational Visits Administrator (EVA):

- The primary functions of the above-named person are to support the EVC in managing the administration, co-ordination and regarding educational visits and to liaise between all appropriate parties during the planning and organisation, prompting to ensure procedures are followed as necessary.
- The above person has delegated authority from the EVC to ensure smooth running of all Educational Visits and processes.
- This includes ensuring that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported to the EVC.
- The EVA manages some detail for the EVC, but does not assume the responsibilities. The EVA may support Visit Leaders with administration, but **not** responsibilities for establishing an effective plan and Risk Assessments.

EVC:

- The primary functions of the above-named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
- This includes ensuring that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- In particular, the above-named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- In addition, the above-named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Other staff and volunteers involved with educational visits:

Other staff or (suitably vetted) volunteers accompanying any visit must act as follows:

- Support the Visit Leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- Assist in general control and discipline requirements.
- Inform the Visit Leader of any concerns, observed or otherwise.
- Do not to force pupils to partake in any activities during the visit that they may not wish to do.

Parents/Carers:

Parents or carers of pupils attending any visit must:

- Provide emergency contact details prior to the educational visit.
- Sign and return a consent form.
- Provide any relevant information known to them regarding the (current) health of their child and if necessary, complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form.
- To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.

Pupils:

- Must dress and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow pupils at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

The Governing Body:

As the employer they have overall responsibility for all Health and Safety matters related to the School.

Staff: Pupil Ratios and Gender of Staff

Whilst there are no specific guidelines with regard to ratio of pupils to staff or the gender of the Visit Leader/supervisory adults involved, consideration will be given to the complexity of the trip including environmental conditions, the group, leader competence, the activity and the distance from the school site. This would be agreed between the EVC, the EVA and the Visit Leader when the visit proposal is submitted, in conjunction with the OEAPNG national guidance. <https://oeapng.info>

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An induction programme, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the EVC will consider the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective Visit Leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Assessing Venues and Providers

Where possible Visit Leaders should ensure that the venue is suitable and that the provider, if applicable, has been awarded the LOtC Quality Badge (Learning Outside the Classroom). This is a national award that recognises providers offering good quality provision who are managing risk effectively.

If the provider does not hold the LOtC Quality Badge further advice should be sought from the Local Authority.

Where a new venue is being used the Visit Leader should ideally undertake a pre-visit as part of the risk management process.

Risk Management Assessment

Risk management takes many forms and in the simplest form this may well be the lesson planning that goes into an activity in the 'school learning area'. It is essential that even at this level, all adults are aware of the procedures and that pupils are fully informed as part of the risk management process.

For all other visits a risk assessment form should be completed by the Visit Leader and shared with other adults accompanying the visit and pupils attending should be aware of the procedures and expectations. Prior to the visit the EVA will send a risk assessment form to Visit Leader who must complete the form and return prior to the visit taking place.

Failure to complete relevant risk management forms may result in the trip not running or being cancelled (an example of the Risk Management Assessment forms can be seen in Appendix 1).

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The School has an emergency plan in place to deal with a critical incident during a visit (Appendix 2).

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

To assist the Visit Leader and accompanying adults in dealing with an emergency they must carry with them the 'Visit Leader Emergency Action Card' and 'Critical Incident Action Plan', in addition to the medical and contact details of each pupil on the trip (see Appendix 3).

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Inclusion

It is School policy to ensure that all pupils are able to participate in the full range of off-site activities open to them, regardless of their socio-economic situation, SEND status or disability and ability to contribute financially to the cost of such activities.

Financial support is available for families experiencing financial difficulties for visits that constitute part of the curriculum.

Behaviour

If a pupil's previous behaviour is below the expectations of the School or may bring into question the safety of the pupil themselves and other pupils or adults on the trip, then it may affect their place on the visit.

If a pupil is accepted on the visit and their subsequent behaviour leading up to the trip is below expectations of the School, then the School reserves the right to remove them from the visit. In this case a meeting will take place between the parent/carer, the Visit Leader and a member of SLT to explain the reasons why. Any payments made will be refunded.

While on the visit, pupils should behave in line with School expectations. They will be reminded of these expectations prior to the visit and if they do not adhere to these, the Visit Leader will use sanctions that they feel appropriate at the time, in line with the School's Behaviour Policy (see Appendix 1). In some instances, this may result in removal from the visit by a member of SLT.

Poor behaviour on a visit will lead to appropriate sanctions on the return to school and may compromise future participation.

Staff Conduct

Staff accompanying the visit should behave in a professional manner and be capable of responding to an emergency at any point during the visit.

Transport

The Educational Visits Administrator (EVA) is responsible for ensuring that transport is hired from a suitable supplier where relevant in the UK or that suitable steps are taken to check transport companies overseas; that there is adequate supervision; that seat belts are worn and that staff and pupils are aware of what to do in an emergency, e.g. evacuation routes, assembly points.

All drivers of school mini-buses adhere to the School Minibus policy (see Appendix 1).

Teachers, and others who drive pupils in their own cars, must have the appropriate licence and insurance cover for carrying pupils and must therefore contact their insurance companies to make suitable arrangements. These arrangements will be checked by the EVA at least two weeks before commencement of the trip.

Parents' permission must be sought for their children to be carried in other parents' cars. Furthermore, the LA recommends that school transport of pupils does not use Sixth Form drivers.

The Visit Leader should arrange a central dropping off point for all pupils rather than individual drops home.

Staff on residential visits should liaise with the Site Team if parking their vehicle on the school site for the duration of the visit.

Insurance

The school has an insurance policy which covers us for educational visits. Where we use tour operators or activity centres we also ensure that these have the relevant insurance policy in place.

Refunds

If a visit makes a profit of £10 per pupil or more, than the Finance Office should reimburse each pupil accordingly.

Approval Requirements and Organisational Procedures

All educational visits must follow the School Organisation of Visits Protocol (see Appendix 4).

Administration of Medication to Pupils on School Visits

All school groups on a visit **MUST** take a **FIRST AID** bag. Additionally, they must take a **MEDICINES BAG**, whenever students requiring medication are participating.

The **FIRST AID BAG** contains a small range of plasters, bandages, etc. for minor injuries. These can be administered by staff as a short-term measure. For any significant illness or incident, professional advice must be sought from a pharmacist or doctor. Depending on the severity, the seeking of medical attention may take priority over any other planned activities, until the matter has been satisfactorily resolved.

1. **The MEDICINES BAG** (variety of sizes, but maximum capacity of 30 for large residential trips) contains medication prescribed by a Medical Practitioner for individual students, for one of **two** purposes:

- a) Medication which **MUST** be given to a student once a day, or at certain times of the day, because of a diagnosed medical condition of which staff have been made aware prior to departure.

It is the responsibility of the Nominated Member of Staff i/c Medication (**not** the Party Leader, but usually the Deputy Party Leader - DPL) to arrange for this to be administered after breakfast, and/or at the times specified by the Medical Practitioner, as advised by the parent/carer. The Nominated Member of Staff i/c should make it clear to all staff and students when these times are, and ensure that all those named students attend and take their medicine at those times.

- b) Medication which **MAY** be given to students **at their request**, where parents/carers have given permission in advance, for them to be administered in certain specific circumstances, should they occur.

Students who, for instance, suffer from headaches or migraine on a recurrent basis may receive this staff-supervised medication or paracetamol for their private use, during a school visit, provided that it has been supplied by a parent/carer with appropriate instructions before departure, along with a Medication Consent Form (available for download from the school website, or attached to the final letter). The medication must be provided in a safe and fully labelled container, with precise instructions about the dosage and in what circumstances staff may pass it to the student. Unused medication will be returned at the end of the visit.

Students using occasional medication e.g. an **EPIPEN**, an **INHALER** or equipment for **DIABETES**, **MUST STILL CARRY THAT WITH THEM AT ALL TIMES**. We ask parents/carers to supply a second pen/inhaler/etc. clearly labelled, for the Medicines bag. This is in addition to any usually kept in school, as that will remain in school.

Other medication can only be supplied in an emergency on the advice of a Pharmacist or Medical Practitioner.

2. SCHOOL POLICY IS THAT:

- Students over the age of 13 may carry 2 paracetamol to self-administer, but **NO MORE** than two.
- No student is allowed to carry or self-administer any medicine, other than that mentioned above.
- If students are found to have other medication in their possession it will be removed for safe-keeping in the Medicines bag and returned to parents/carers at the end of the visit.

3. PROCEDURES PRIOR TO A TRIP

3.1 Before Departure from The King's School

- a) Documentation will have been provided to the Nominated Member of Staff i/c by Pupil Reception/Trips Co-ordinator in the Trip Booklet, along with a Medication Form for completion **prior to departure**. These may have been completed in advance or on the spot prior to departure. The Party Leader must arrange for students and their parents/carers to arrive at the School in plenty of time for this procedure to be completed.

- b) The Nominated Member of Staff i/c will base themselves indoors at a suitable table, where they will receive the medication and a Medication Consent Form from parents, and enter this on the form provided. Parents will sign to verify the student's name, medication, dosage, and whether the medication is a '**MUST TAKE**' or a '**MAY TAKE**' medicine.
- c) Parents should check that all required medicine is packed and staff should double check.

4. ADMINISTRATION PROCEDURE DURING THE TRIP

At the time of administration, the sheet will be signed each time by both the Nominated Member of Staff i/c, and the student.

5. SPECIAL ARRANGEMENTS FOR TRIPS ABROAD INVOLVING FLIGHTS

On this type of trip, where staff are not able to carry a whole-group Medicines Bag, each student will carry their own medicine in their hand luggage, and it will be collected on arrival at the venue by the Nominated Member of Staff i/c. Vice-versa for the return journey.

6. SPECIAL ARRANGEMENTS FOR ADVENTURE-STYLE EXPEDITIONS IN THE WILD

On this type of trip, each student will carry their own medication in their hand luggage throughout. They should make the accompanying member of staff aware if they do self-administer any medication at any time.

Appendix 1 - Risk Assessments, Behaviour Policy and Minibus Policy



SAGED RA
Residential Visits in



MINIBUS
POLICY.pdf



Behaviour Policy
June 2021.docx



SAGED RA Day
Visits.docx

Appendix 2 - Emergency Procedure

The School's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior leadership team, or will be able to contact an experienced senior manager at all times. For residential visits there will be two Senior Leadership Team emergency contacts.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place **outside** normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry:
 - a) A Visit Leader Emergency Action Card
 - b) A Critical Incident Action Plan
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 2 - A Visit Leader Emergency Action Card

The King's (The Cathedral) School Visit Leader Emergency Action Card

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanism, use the following to guide your actions:

1. **Remain calm** - assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
 - briefed to ensure that they understand what to do to remain safe
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First Aid:

1. Casualties need to be able to breathe – if they are unconscious this means being put into a safe airway position
2. You need to try to find and stop any serious external bleeding
3. You need to protect the casualty from the environment – keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

1. Inform the School or your emergency contact. They will need the following information:
 - Who you are
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are, their names and injuries
 - Names of others involved but not injured ☐ The total number of people in your party
 - Your current location
 - Whether you are staying where you are or moving – if you are moving where to and how?
 - What time did the accident/incident happen?
 - Names and contact details of witnesses.
 - Proposed actions

2. Liaise with, and take advice from, emergency services if they have attended the scene.
3. Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
4. Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
5. Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
6. Keep a written log of all actions taken, conversations held and a timescale.
7. Refer all media, parental or other enquiries to the School.
8. Inform the Foreign Office Consular Assistance Team if abroad.

Media/Legal Points

- Do not admit anything.
- Do not sign anything.
- Avoid discussing legal liability with others.
- Do not talk to the press - refer them to the School's media contact.
- Record all events, times and details - establish witness contact details and get statements from leaders.

Post-Incident Action

1. Follow the School's reporting requirements, including completing any accident and incident forms and complying with RIDDOR regulations.
2. Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training.
3. Share the experience and learning with colleagues.

First Contact Emergency Action Card

On receiving a Call

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

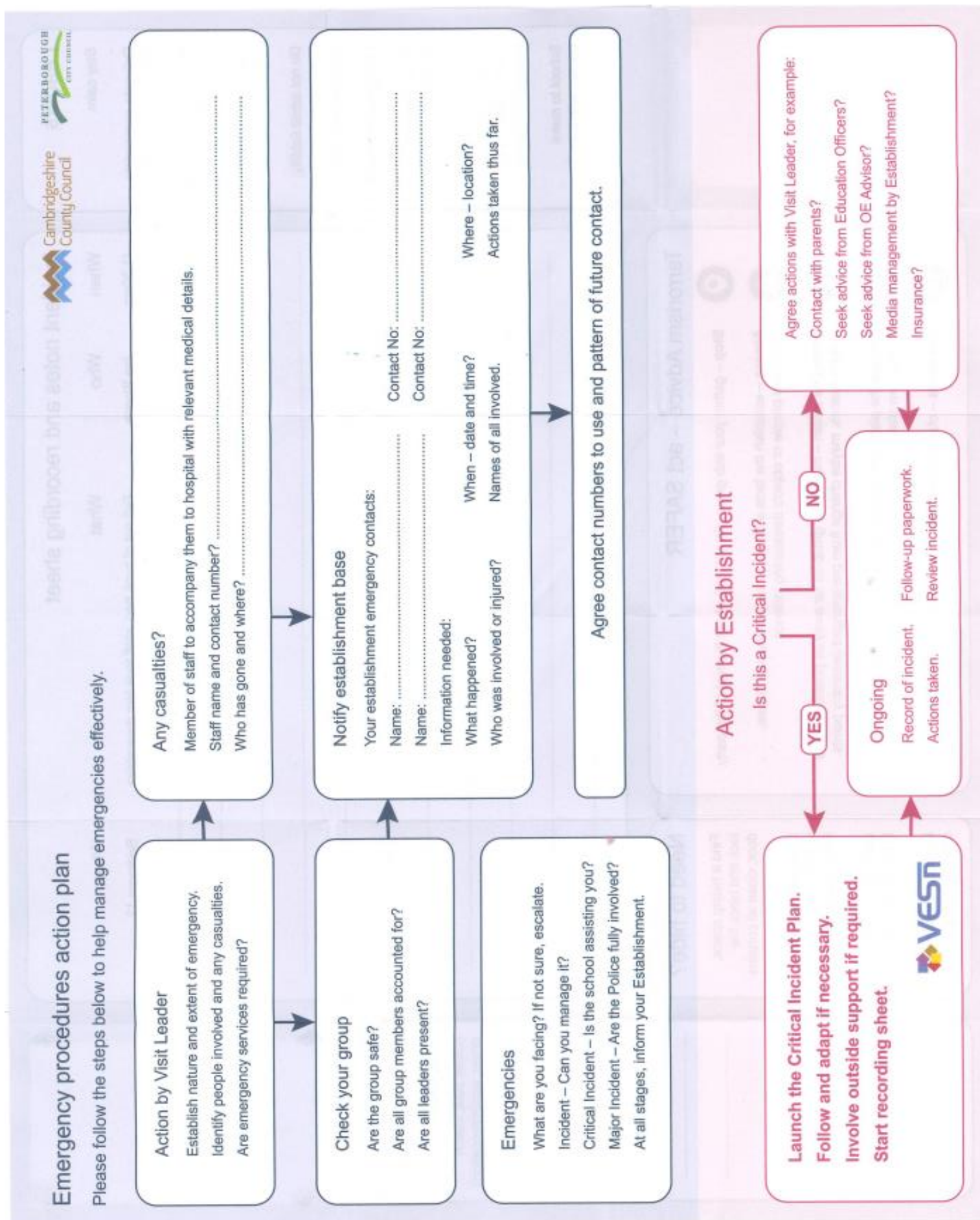
1. Take down the following information:

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?
What help do they require?
What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Contact staff in the following priority order and give them the information you have noted.

Name	Telephone(s)	Mobile(s)

4. If you receive a call from the media or a Parent/Carer, refer them to a member of the Senior Leadership Team (SLT).



Appendix 4 - School Organisation of Visits Protocol

The King's (The Cathedral) School Organisation of Visits Protocol

1. Visit request with approximate costings to Helen Birch, Educational Visit Co-ordinator [EVC] [may require Headteacher permission if the trip involves missing a significant amount of School time]



2. e-mail from EVC agreeing to trip to Visit Leader [VL]
[copies to Nicola Key, Claire McGrory [Educational Visits Administrator - EVA] and to Finance - trips@kings.peterborough.sch.uk. Nicola Key enters visit details onto the School Calendar.



3. VL meets with Claire McGrory [EVA] to agree transport, bookings and reservations. CM proceeds to make these bookings and provides VL with costings [cc. Finance - trips@kings.peterborough.sch.uk].



4. VL sends costings and list of invited pupil participants to Monika Pond (Assistant Finance Manager)
5. VL prepares and submit the costings of the visit to the Finance Office.
Monica Pond (Assistant Finance Manager) approves costings for day visits.
Costing for residential visits approved by the Finance Manager.

The Visit Leader should endeavour to prepare and have authorised the visit costings early in the planning process.



6. Visit letter to EVC for approval.



7. EVC returns approved letter to VL [cc. Finance - trips@kings.peterborough.sch.uk and Claire McGrory [EVA]].



8. Finance sends out the visit letter via InTouch and sets up the visit cost centre on Tucasi [to allow financial transactions to be recorded] and Scopay [to enable parents/carers to pay on line].



9. All subsequent enquiries concerning consent letters and payments received to be made to Finance Office.