

Polehampton CE Infant and Junior Schools

Educational visits and offsite events policy



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Introduction

At Polehampton Church of England Infant and Junior Schools, our vision is "Let your light shine" (Matthew 5:16). Jesus reminded us in Matthew's gospel that we are lights for the world. As we seek to follow him, we can share his light with others and change the world. Supported by our school values of gratitude, friendship, perseverance, forgiveness, honesty and compassion, we seek to help pupils make positive choices in all they do. We follow our Christian values to enable everyone in our school community to let their light shine.

At Polehampton Church of England Infant and Junior Schools, we "let our light shine" by ensuring that our local area is used as much as possible and our pupils can enjoy their community safely.

It should be noted that all references to 'parents' should be read as 'parents or carers'.

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Aims

This policy aims to clarify the rules and procedures used by our school for educational visits and offsite events:

- Ensure the welfare of the child is paramount at all times.
- Provide a framework where all activities outside the school are educational, enjoyable and safe.
- Ensure all children have the opportunity to take part in activities outside of school.
- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- Provide help and support to pupils in becoming fully independent in personal hygiene.
- Treat continence issues sensitively so as to maintain the self-esteem of the child.
- Work with parents in delivering a suitable care plan where necessary.

The purpose of educational visits and offsite activities

We have a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. We believe that offering children a range of experiences beyond the classroom helps them to let their light shine within school and in later life as they develop wider cultural capital.

The governing body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Inter-school sports teams event and competitions.
- Groups attending Trust events.
- Regular nearby visits (i.e. within Twyford or the surrounding local area).
- Day visits for particular year groups to local places.
- Residential visits, including adventurous activities, which might be classed as higher risk.

Polehampton CE Infant and Junior Schools recognises the value that can be added by offering children opportunities to learn about the world outside the classroom and allowing them develop their skills in different, realistic and exciting contexts. Some of the aims and/or benefits are as follows:

- Broadening the child's experiences.
- Using and applying knowledge, skills and understanding learned as part of the taught curriculum in school.
- Raising achievement by boosting self-esteem and motivation.
- Developing social education and citizenship.
- Developing cultural and historical understanding.
- Promoting health and fitness and a positive use of leisure.
- Promoting education for an awareness of the natural world and sustainable development.

Consent

Parents are required to sign a general offsite consent form (see Appendices for the general text, although this will be completed as part of the onboarding process via Microsoft Forms) on joining Polehampton CE Infant and Junior Schools, for their children to be taken out on local short outings as a part of the daily activities of school life. This general consent includes walks around the local area.

In addition:

- The party leader carries out a risk assessment before the educational visit takes place.
- All school trips require a completed EV2 form from parents/carers. The party leader will take all EV2 forms on the trip for emergency contacts and medical information.
- Staff should obtain the Head of School's approval before planning any educational trips/offsite events.

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- The governing body have oversight of the educational visit schedule for the year and must give their consent before trips go ahead.
- Any residential trips and some other trips need additional approval from the local authority.

Risk assessments

- Any risk assessment for educational visits are made available for parents to see upon request.
- Travel (by walking or use of any transport) must be part of the risk assessment.
- A preliminary visit should be made to assess educational activities and potential hazards (where at all possible).
- A comprehensive risk assessment by the party leader should be completed prior to any visit.
- Risk assessments should then be carried out on hazards identified and appropriate control measures introduced. Any significant findings should be recorded and the risk assessment carried out by the venue should also be included.
- Ongoing risk assessment is essential to take account of new dangers which may emerge.
- Careful briefing to the children is essential so that they know the purpose of the visit, difficult conditions likely to be encountered and the action/behaviour required of them during the visit.
- The needs of SEND pupils should be taken into account when planning an activity or visit and an individual risk assessment must be carried out which may include a higher adult:child ratio.
- All risk assessments are added to the school's online trip management system, Evolve.

Staffing ratios

- The level of supervision must realistically reflect the purpose and nature of the trip, and the age and maturity of the pupils with sufficient adult help to allow for emergencies and the possibility that an adult may need to be detached from the main party.
- It is recommended that the following ratios are used as a guide, but it is noted that these are only a guide and there is no statutory group size required (other than 1:30 for 5 years old and over, and 1:8 for under 5 years old). However, it should be noted that this may not always be possible with mixed age groups, and professional judgement should be used in these instances.
 - 1:15 for Years 5 and 6.
 - 1:10 for Years 3 and 4.
 - 1:6 or 1:8 for Years 1 and 2.
 - 1:4 or 1:6 in Reception class, depending on the pupils' age and need at the time of the trip.
- If a child with an Education and Health Care Plan (EHCP) is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day or a rationale documented for why not.
- Provision in school will be made for any child whose parents/carers refuse to allow him or her to take part in an offsite visit.
- Group supervisors are briefed by the teacher in advance of the trip (including responsibilities). This will always include risk management (based on risk assessment) and may also include specific medical or behavioural information.

Best practice

- Parents who accompany the group on outings are not responsible for their own child.
- Unsupervised access to children by parents or volunteers who do not have an enhanced DBS check is not permitted.
- The Head of School must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties.
- Regular head counts should take place, including before departure from the school, on and off transport and departure from the venue.

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First aid and medical needs

- The party leader must ensure that all accompanying adults are aware of emergency procedures.
- The party leader is responsible for taking a First Aid kit and checking that the contents are complete.
- A list of contents will be found inside the bag, and if any of the equipment is used, the teacher is responsible for its replacement on return to school.
- Party Leaders should ensure that inhalers, adrenaline auto injectors or any other medication required is given to the group leaders for the duration of the trip.
- Parents are requested, when completing medical forms, to give permission for emergency medical treatment if the parents cannot be contacted.
- Care should be taken to ensure that any medical protocol extends to the differing circumstances of the activity or visit.
- First aid should form part of a risk assessment. For visits involving children in the EYFS, there must be at least one person who has a current paediatric first aid certificate.

Approval for visits

Polehampton CE Infant and Junior Schools uses an online system for notification and approval called Evolve. A key feature of this system is that visits and activities requiring Local Authority approval are automatically brought to the attention of the Local Authority. The approval process is as follows for each type of visit:

- Visits which are residential and or adventurous require approval by the local governing body (LGB) and the Local Authority (LA). The school is required to submit these to the Educational Visits Coordinator (EVC) at least 60 days prior to the event (ideally). Then, via the Heads of School or delegated individual, to the LA approval 28 days prior to departure.
- Party leaders should check if an activity provider holds an LOTC quality badge and, if not, consider the appropriateness of the trip (<http://www.lotcqualitybadge.org.uk/search>).
- Visits within the UK, excluding adventurous activities, are added to Evolve and are ideally submitted at least 14 days prior to departure. Visits are then reviewed and approved by the Heads of School or delegated individual.
- Local area visits will follow the same process as visits within the UK and can be added to Evolve.

Roles and responsibilities

As the employer, The Keys Academy Trust is responsible for the actions of its employees whilst acting in the course of their employment. By association, this includes the safety and well-being of employees, young people in its care and volunteers assisting in the delivery of educational visits. The local authority guidance sets out the responsibilities of governors, Head of School and EVC. It is also the responsibility of the EVC to ensure that governors and staff are advised of their responsibilities within the guidance. Compliance with the guidance is, however, a line management responsibility. It is the responsibility of the staff planning the trip to consider all aspects of student safeguarding and welfare.

Educational Visits Co-Ordinator

- The Compliance Officer is appointed as the Educational Visits Coordinator (EVC) and is responsible for ensuring that all correct procedures are followed and precautions taken.
- The EVC will ensure that visits comply with regulations and guidelines provided by the LA, Trust, local governing body and the school's Health and Safety policy. The Heads of School will ensure that the party leader is competent to monitor the risks throughout the visit. The EVC will check final visit plans on Evolve before submitting them to the Heads of School. The EVC will ensure that the following measures are taken:
 - Adequate child protection procedures are in place.

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- The school risk assessment has been completed and appropriate safety measures are in place.
- The venue risk assessment has been obtained and reviewed
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The party leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The party leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Party leaders are allowed sufficient time to organise visits properly.
- Non-teacher supervisors on the visit are appropriate people to supervise children.
- The ratio of supervisors to pupils is appropriate.
- The LA and/or governing body has approved the visit, if appropriate.
- Parents/carers have signed consent forms.
- Arrangements have been made for the medical needs and special educational needs of all the pupils.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- They have the address, phone number and the contact name at the venue.
- The party leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures.
- A list has been compiled of the names of all the adults and pupils traveling in the group. Contact details of staff's next of kin is available on the school's MIS.

The Party Leader

- The party leader is a staff member, normally a teacher, who is responsible for the planning of visits but should involve both accompanying colleagues and the children in this process. The member of staff leading the visit will need to have their 'competence to lead' assessed before approval for the visit is given. The party leader will have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The party leader should complete the following tasks:
- Obtain the Head of School's and the EVC's prior agreement before any off-site visit takes place.
- Follow school policy.
- Clearly define each group leader's role and ensure all tasks have been assigned.
- Be able to manage the behaviour and lead pupils of the relevant age range.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing for group leaders and parents.
- Undertake and complete a comprehensive risk assessment.
- Review undertaken visits/activities and advise the EVC where adjustments may be necessary.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group leaders have details of the school contact and understand the emergency procedures.

Teachers / Teaching Assistants

- All staff in attendance must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will ensure that pupils are supervised throughout the visit. They should adhere to the following:

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- Follow the instructions of the party leader and help with behaviour management
- Consider stopping the visit or the activity and notifying the party leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable

Adult volunteers (non-staff members)

- Non-staff adults on the visit should be clear about their roles and responsibilities during the visit. They will be fully briefed on the itinerary, venue, activities, supervision arrangements and their responsibilities. They will be given a written list of the pupils in their immediate care with relevant medical/behaviour information and have a copy of the completed risk assessment for the visit. Non-teacher adults acting as supervisors must ensure the following:
 - Do their best to ensure the health and safety of everyone in the group.
 - Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
 - Follow the instructions of the party leader and teacher supervisors and help with behaviour management.

Expectations and behaviour of children

- The party leader must explain to the children which adult is in charge of their group.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- Pupils should be fully informed about all aspects of the activity or visit and should be aware of what is expected of them and how they should behave.
- The children will be made aware of specific 'meeting points' for lunch etc. and where to go if they get lost or lose their group.
- Children will be expected to follow the school's Behaviour Policy.

Child safety

- The party leader must explain to the children which adult is in charge of their group.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- Pupils should be fully informed about all aspects of the activity or visit and should be aware of what is expected of them and how they should behave.
- The children will be made aware of specific 'meeting points' for lunch etc. and where to go if they get lost or lose their group.
- Children will be expected to follow the school's Behaviour Policy.

Emergency arrangements

In the event of an accident, the school must be informed as soon as possible, so that any necessary arrangements can be made and parents informed. The school should have the address, phone and have a contact name number at the venue. Group leaders and supervisors should have a copy of agreed emergency procedures and the names of all the adults and pupils travelling in the group. Contact details of staff's next of kin is available on MIS as is alternate contact details for parent volunteers.

Essential equipment

Trip leaders will ensure that the following equipment is taken on all visits:

- First aid kit and whistles.

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- Bucket for travel sickness.
- Lists of children, with emergency contacts and medical requirements.
- Key phone numbers of school and other adults on trip.
- Any medication required.
- Emergency cash for telephone and taxi.
- Mobile telephone.
- Spare water in case of emergency.
- Spare pants/nappies depending on the age range of the children.

The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.

Event review

It is important that, after each visit, a proper debrief takes place. This should take place within a week of the visit date, and should involve the Party Leader, accompanying staff and any other necessary adults. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

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Appendix A: Educational visits flowchart

EDUCATIONAL VISITS – FLOWCHART

Required Actions

Forms

<p>Start of each School Year</p> <ul style="list-style-type: none"> • Obtain consent forms for new pupils • Review Risk Assessments for regular visits and update as required 	<p>Consent form Health and Safety Policy</p>
<p>For each new planned visit</p> <ul style="list-style-type: none"> • For new Adventurous / Hazardous visit request information from Provider and consider initial visit • Complete Risk Assessments relevant to activities / location / travel • Obtain Information from volunteer drivers where appropriate • Complete Proposal for Approval by Head Teacher – for Adventurous / Hazardous activities seek <i>initial</i> approval and when full information to hand obtain final approval 	<p>Questionnaire – provider Risk Assessment template Application and Proposal form Volunteer Driver form</p>
<p>Before the visit occurs</p> <ul style="list-style-type: none"> • Group Leader to identify actions through use of Procedures Checklist and keep updated • Obtain relevant information for Contact List • Use Group Leader Checklist to confirm all actions have been completed 	<p>Procedures Check List Contact List Group Leader Checklist</p>
<p>Paperwork to be taken on Visit</p> <ul style="list-style-type: none"> • Contact Form with Emergency information on reverse • First Aid / Incident Form • Risk Assessment(s) • Checklists • Any other relevant paperwork <p>Ensure copies of relevant paperwork provided to Home based Contact(s)</p>	<p>First Aid / Incident Form</p>

The reverse of this Flowchart provides guidance on the Risk Rating of visits / trips

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Appendix B: Offsite activities within the local community general consent form

This may be built into online consent forms or reworded as necessary. This is an example of the form and requirements.

To: The Heads of School

Offsite activities within the local community

Pupil Name: _____

I hereby give permission for my child to participate in outings on foot around Twyford for the duration of their attendance at Polehampton CE Infant and Junior Schools.

Signed : _____

Date : _____

Appendix C: Volunteers / helpers on educational visits

This may be built into online consent forms or reworded as necessary. This is an example of the form and requirements.

VOLUNTEERS / HELPERS ON EDUCATIONAL VISITS

Dear Volunteer/Helper,

Thank you for your offer to help on our school trip to _____

Please take some time to read through the information below and sign to say you have read and understood it.

Please remember to bring with you the following:

- 1.
- 2.
- 3.

What to expect on the day

Come into the classroom at _____ with the children.

Please stay with your group at all times. Parent helpers are reminded that, in line with school policy, they will not be in the same group as their own child.

You will receive a list of the children in your group and the plan for the day when you arrive at school.

Behaviour is key (especially to stay safe!) Please feel free to remind children of this if you think there is a need AND please also inform the class teacher or supervising adult.

There will be adequate toilet breaks in between activities. Children should be encouraged to WAIT for these times.

What we expect of you

In a worst-case scenario, if there was an incident on the trip, volunteers are reminded that the class teacher or supervising adult is in charge of this situation and volunteers should not phone other parents, speak to staff at the venue or speak to members of the press or the police. The lead adult will do this if it is deemed necessary.

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Safeguarding

- The school is committed to safeguarding and promoting the welfare of our children and expect everyone who supervises educational visits to share this commitment.
- Please ensure that you have read the safeguarding update for volunteers and signed the volunteer in school agreement.
- Please stay outside the toilets at the venue and don't put yourself in a vulnerable position.
- If there is a first aid emergency please find the class teacher or supervising adult who will have prescribed medications and decide on the best course of action/first aid etc. The staff at the venue are also qualified to deal with such incidents, but they must be supervised if a child is receiving basic first aid.
- Please DO NOT use mobile phones (including texting, social media or voice calls) at any times including on the coach or at the venue, including taking photos. The class teacher or supervising adult will have one phone each in case of emergency.
- Photographs are not allowed to be taken by adults helping unless they are using a school device. The class teacher or supervising adult has a list of who has given permission for their photos to be taken at school and will have a school camera.

Coach

- Please sit near to the children in your group but, of course, you can sit next to other adults.
- Please check that everyone in your group is sat down and clicked into seat belts as quickly as possible!
- The class teacher or supervising adult will register the class and take a head count before they leave.
- Please avoid mentioning the word 'sick'! Once someone says it, they all think they are! We will have sick bags at the front of the coach just in case.

Please sign to acknowledge that you have read and understood the information and return to the party leader as soon as possible.

Thank you

Lead staff name Signature..... Date

Volunteer name Volunteer Signature..... Date.....

VOLUNTEERS / HELPERS ON EDUCATIONAL VISITS

Name: _____

Class: _____

Educational Visit: _____

I agree that I have read and understood the 'Volunteer/Helpers on Educational Visits' Information sheet

Date: _____

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