



## **Educational Visits Procedure**

# Introduction

The Employer / Local Academy Council (LAC) has the responsibility of providing guidance for off- site school visits and it is essential that any staff member of Leycroft Academy reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

Additional guidance and regulation should also be read:

- 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/](http://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

It is a legal expectation that employees must work within the requirements of their employer's policy and guidance.

The OEAP National Guidance document applies to employees whose work involves any one of the following:

- Direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment.
- Direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom.
- Facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal classroom or environment.
- Deploying staff who will supervise or facilitate experiences for children and young people undertaking experiences beyond the boundary of their normal environment.

As an employer, Leycroft Academy is required to ensure that its employees are provided with:

- Access to appropriate guidance relating to educational visits and learning outside the classroom activity.
- Access to appropriate supporting websites to support the guidance to ensure that it is understood.

[oeapng.info](http://oeapng.info)

[Health and safety on educational visits - GOV.UK](https://www.gov.uk/guidance/health-and-safety-on-educational-visits)

- Suitable systems and processes to ensure that those trained are kept updated.
- Access to advice, support, and further training from appointed accredited advisers who have proven expertise and professional understanding of the guidance.

## Reasons for visits

- All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- All activities must have a clearly defined educational purpose. To enrich the curriculum for the children at Leycroft, we offer a range of educational visits and other activities that add to what they learn at school.

## Visits and Curriculum Links

- All educational visits and activities support and enrich the work we do in school. Some visits relate directly to areas of learning for individual pupils, whilst others relate to all our children.
- Trips will always have a valid link to an area of an individual pupil's learning programme.

## Gaining permission for a trip

### Local Academy Council (LAC)

- As part of their responsibility for the general conduct of the school, the council has adopted this policy for the effective and safe management of educational visits.
- The council must approve any visit involving an Overnight stay or Overseas Visit.
- The council delegates the Head Teacher / EVC Leadership Team the responsibility to approve all other visits including Local Area Visits.

### The Head Teacher or EVC Leadership Team

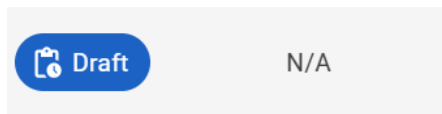
- Is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- Should ensure that the aims of the visit are commensurate with the needs of the pupils.
- Should ensure the suitability of all staff appointed to the visit and sufficient staffing ratios.
- Should ensure that the visit leader fully understands their responsibilities.
- Should implement effective emergency contact arrangements.
- Should ensure all risk assessments and behaviour plans have been read, signed and uploaded prior to final visit approval.
- Should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- Should have a system in place to record, audit and monitor school off-site visits on E Visits.

# Visit Approval and eVisit

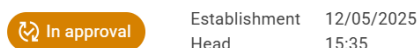
In order to agree a trip the Visit Lead (VL) will be required to complete a Trip Proposal Form (Appendix A) and submit this to their Phase Leader a minimum of 4 weeks prior to the trip date if transportation is required and 2 weeks for a local area visit and no transportation required. This form will be taken to the Head Teacher and EVC Leadership Team for consideration and will be either approved or additional information requested. Each trip is required to link to the curriculum and topic theme being taught that term and gives a clear educational focus.

Once approved the VL will then be tasked with organising the trip with a focus on links to costings, transportation, parental consents, risk assessments, medical requirements, behaviour plans and staffing. A first aider should always be allocated as part of the staffing numbers. Costing of the trip is to be aligned with the class budget – how much is available can be obtained from the main office. For the planning of the trip please refer to Appendix C.

Once the trip has been approved and all the relevant paperwork has been completed then the visit must be uploaded onto our designated educational visit website – E visits. All teachers are assigned a log in order to input the trip onto this system. One logged in you will need to create a new visit and follow the prompts inputting all of the key information regarding the trip. All signed parental consents, signed risk assessments, medical information and signed red and amber behaviour plans need to be uploaded before any sign off from the EVC can occur – whilst working on this your visit will remain in draft.



Once all the information has been loaded into the system you then submit the trip for approval from the EVC. It will then turn orange and state “in approval”. Additional information can be requested at this point if anything is missing it can be returned to the VL for an update.



Once the EVC has approved the visit it will then pass to the Head Teacher for final sign off. Once the HT has approved it will turn green and the visit is authorised to go ahead. At this point no further changes can be made but you can continue to upload any further files with relevant information to the trip.



Once the trip has been approved by the Head Teacher you will receive an email confirming the trip has been authorised. A copy of this email is to be sent to the office administrator or printed and handed to the office.

Post the trip there is an opportunity to evaluate the visit and this can be found on the front dashboard when you click on your trip. This must be completed with what went well and what could be improved on next time.

06/03/2025



! Complete Evaluation

## Choosing a Provider

All educational visits and learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group needs and expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people with additional needs. It is a vital dimension of risk management. Wherever reasonably practicable, it is good practice to carry out a preliminary visit.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- The Council for Learning Outside the Classroom Quality Badge
- AALS licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge
- National Governing Body centre approval schemes (applicable where the provision is a single, specialist activity).

Where a provider holds one of the above accreditations, there should be no need to seek further assurances regarding risk assessments of the provider. Schools and Children's Services establishments should ensure that leaders complete a risk benefit assessment and record any significant findings for any aspects of a visit that they are leading or responsible. This will usually include transport to and from the venue plus any stops or visits on route.

## Waivers

Certain venues will require a waiver to be completed due to the nature of the activity. As a school we are able to sign this waiver on the pupil's behalf as long as we have gained parental consent to do this. Therefore, if a waiver is required the parental consent letter should include a section where parents agree to signing on their behalf. A copy of the waiver should also be included with the parental consent letter so that parents have the opportunity to read it as well. Prior to the visit the waiver will need to be completed for each child and signed on behalf of the school via the Trip Lead.

## Transport

Careful thought must be given to planning transport to support educational visits and learning outside the classroom (off-site) activities. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed. The DFE Guidance provides guidance for dedicated

transport. The Visit Leader should ensure that coaches and buses are hired from a reputable company. Please see Appendix B for Oeap guidelines for transportation requirements.

## **Insurance and Liability**

During October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault-based principles of law. It means that, in these particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party. For example, a school contracts with a third-party provider to deliver swimming lessons within school time. If, through the negligence of this third party, a child is injured, the child can sue the school and local authority for compensation. The fact that the school was not responsible for the actions of the third-party is irrelevant as; in this case, the school's duty of care is non-delegable. It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence as local authorities and schools will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

### **Employer's Liability Insurance**

Employer's Liability Insurance is a statutory requirement. The Council holds a policy that indemnifies it against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any Council employee and employees in schools maintained by the Council. As this type of policy is a statutory requirement any other employer should hold a similar policy in respect of its employees. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Schools, which achieve Academy status, will be obliged to make their own insurance arrangements outside of the Council's portfolio of covers.

### **Public Liability Insurance**

The Council also holds Public Liability Insurance, indemnifying it against its legal liability in respect of claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off- site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

### **Employees**

The Council operates an Employees Personal Accident Scheme. Cover under this section is provided for all Council employees and employees in schools maintained by the Council, in the course of their employment, providing predetermined benefits in the event of an accident. The scheme's benefits are designed to provide compensation for injury where the employer is not deemed negligent. The Personal Accident Scheme provides cover for all full and part-time employees. Details of the scheme may be obtained from the appropriate staffing section within Human Resources.

### **Insurance for Pupils**

The Council only covers accidents to pupils when due to its negligence and these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for pupils is not arranged by the Council but may be arranged by the school direct; however, there is no statutory requirement for the council to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be

reminded that the Council does not insure children's belongings.

## **Parental Consent**

Parental consent to all off-site activities is required. Written consent from parents is required for pupils to take part for all offsite activities organised by Leycroft due to the nature of our children's needs. Most of these activities will take place during school hours and are considered a part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Letters should include all relevant information about the trip and any additional measures being added e.g walking aids, higher staffing ratios etc. If a waiver is required please refer to the waivers section.

## **The Visit Leader (VL)**

The Visit Leader (VL) must recognise that whilst leading the visit, they are in effect representing the School and holds delegated responsibility for Health & Safety and Duty of Care.

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.

Where possible the VL should not be assigned pupils to chaperone due to the nature of the job in hand.

On the lead up to the visit the leader is to refer to the following flow charts – Appendix D and E

## **The Visit**

### **On the Day**

(Please refer to Appendix F)

Get from the office a BromCom listing of all trip children and staff with

Leave in the school office:

- An amended register of children attending and going on visit (Appendix G) this is to

have been signed by HT or EVC before leaving the building to highlight any last minute changes and that all staff, children and paperwork are present and correct.

- Full list of staff and groups of children for which they are responsible
- Full list of children who are NOT attending the trip – their location and who is responsible for them during the time the trip is going ahead.
- The itinerary for the trip (on e-visit portal)
- 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.

## During the Visit

- Pupils will always be accompanied and supported at a level appropriate for that pupil and in line with their behaviour plan and trip risk assessment.
- Safeguarding continues to be highly important when in the community. Care should be taken to take account of this factor.
- Courtesy to the public must be shown at all times however child safety will always come first.
- 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.

## On Return

- Check all children off the bus and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent/carer.
- If during the school day – VL to inform the office of their return and pass any registers taken to them.
- If out of school hours a teacher must remain with uncollected children until all parents have arrived and all children have departed.

# Emergency Planning and Critical Incident Support

As part of our emergency planning a first aider should be allocated onto every off site trip from Leycroft. A fully stocked first aider bag is to be taken on the trip alongside all emergency contacts and next of kin for staff and pupils. The First Aider should also have a trip phone/mobile phone with all school emergency contacts list on eVisits listed for ease and speed.

Should a child need to be returned before the trip has ended the **Return of Child Procedure** (appendix H)

There are a hierarchy of Emergencies divided into 4 categories dependent on the nature of the visit.



**Incident** – Dealt with by the visit leadership team

**Emergency** – An incident or event that overwhelms the coping mechanisms of the visit leadership team and requires the schools' / academies' emergency plan for offsite visits to be initiated

**Critical Incident** – An incident or event that overwhelms the coping mechanism of the visit leadership team as well as the schools' / academies' emergency plan. This requires staff on site to initiate support from Forward Education Trust Operations and local agencies e.g police, fire etc

NB : A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

- Suffered a life-threatening injury or fatality.
- Is at serious risk.
- Or has gone missing for a significant and unacceptable period.

**Major Incident** – Declared by the Police who would take control with the relevant local authorities.

Schools must have emergency planning procedures in place. Every visit leader must be familiar with emergency planning procedures and reporting mechanism. Relevant emergency contact telephone numbers should be always carried by leaders during an offsite educational visit but should only be used in the case of a genuine emergency. Under no circumstances should these telephone numbers be given to young people or to their parents or carers

## 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. As part of the eVisit process all trips should be evaluated on this system.

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 Teacher and the employer's advisory team.

# Appendix A



## Educational Visit interest request form

Proposed details for the trip	
Visit Leader	
Class	
Where are you planning to visit?	
What is the proposed date?	
What time would the educational visit take place?	
What are the aims for the educational visit?	
How will you travel to the venue?	
Who will be attending the educational visit?	
How many children would you be taking?	
How many children are on Red plans?	
How many children are on Amber plans?	
How many staff/ adults do you propose to take?	
Will there be any children that require high levels of supervision? E.g. 1:1	
Costings	
Cost of the venue/entry tickets	
If a coach is required: Quote and company 1 Quote and company 2 Quote and company 3	
Total cost:	
Cost per child:	

Date form was submitted:

Headteacher signature of approval:

Date approved:

# Appendix B



National  
Guidance  
[oeapng.info](http://oeapng.info)

## COACH/MINIBUS TRANSPORT PROVIDER STATEMENT

### Notes for the establishment (school/service etc.)

- You should complete Part 1 and then send the form to the provider for completion.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

### Notes for the coach/minibus transport provider

- Thank you for completing this form. It is designed to help the establishment confirm that you meet required standards.
- Please complete Part 2 and return it to the contact at the establishment named below.

### PART 1: To be completed by the establishment (school/service)

Name & address of establishment (school/service)	
Email	
Name of contact	
Name of transport provider	
Age range of the group(s) travelling	
Details of any relevant characteristics or special needs of the group(s) (e.g. wheelchair users, disabilities, behaviour)	

## PART 2: To be completed by the transport provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add \* to your response, and give the information in the space provided at the foot of the form.

Please complete this section for all transport provision		
1.	Do you hold a valid Public Service Vehicle licence?	
2.	What is your current Operator Compliance Risk Score (red, amber or green)?	
3.	Will any coach or minibus used, and its driver, comply with all legal requirements?	
4.	Will any coach or minibus used have undergone recent thorough safety checks in line with government guidance? Checks should be every 4 to 13 weeks depending upon the age of the vehicle and its operating conditions.	
5.	Does a competent person do a walkaround check on vehicles daily before use?	
6.	Will any coach used comply with UN ECE regulation 66 regarding the strength of the roof? (Applies only to single-deck coaches designed for more than 22 passengers)	
7.	What is the indemnity limit of your public liability insurance?	£      M
8.	Do you hold employer's liability insurance?	
9.	Will any coach or minibus used have seat belts and/or child restraints for every seat, which are appropriate to the group?	
10.	Will any coach or minibus used have access and secure positioning for a wheelchair if required?	
11.	Will any coach or minibus used be equipped with all necessary safety equipment including a first aid kit, fire extinguishers and functioning torches?	
12.	Will any coach or minibus used carry spare drinking water for all passengers in the case of a long delay?	
13.	Will drivers carry a valid Driver Certificate of Professional Competence (CPC) card which will be available for inspection?	
14.	Will drivers conform fully with all driving hours regulations?	
15.	Do you have recruitment procedures which ensure that drivers are suitable for working with children?	
16.	Will any drivers have undertaken an enhanced DBS check?	
17.	Have you carried out a specific health and safety risk assessment for travel with groups similar to the group(s) expected from this establishment?	
18.	Have all drivers received training to operate with groups similar to the group(s) expected from this establishment?	
19.	Will drivers have an emergency procedure to follow in the event of an incident (for example, a breakdown on a motorway)?	
20.	Will you have a 24/7 helpline for the duration of any journey?	
21.	Will you have adequate backup available (for example, if a coach or minibus becomes unserviceable, a driver is sick or there is an incident)?	

22.	Do you agree not to sub-contract coach or minibus provision to another provider without the establishment's agreement?	
-----	------------------------------------------------------------------------------------------------------------------------	--

**Please complete this section if any transport provision will be outside the UK**

1.	Does all your insurance cover operating outside the UK?	
2.	Is your Public Service Vehicle licence valid in the countries to be visited?	
3.	Are drivers experienced in driving in the countries to be visited?	
4.	Are drivers aware of all relevant regulations in the countries to be visited, including driving hours regulations, speed limits, traffic signs, etc.?	
5.	Are drivers experienced in the conditions to be expected (e.g. mountain roads, winter conditions, using snow chains)?	
6.	Do drivers speak the local languages?	

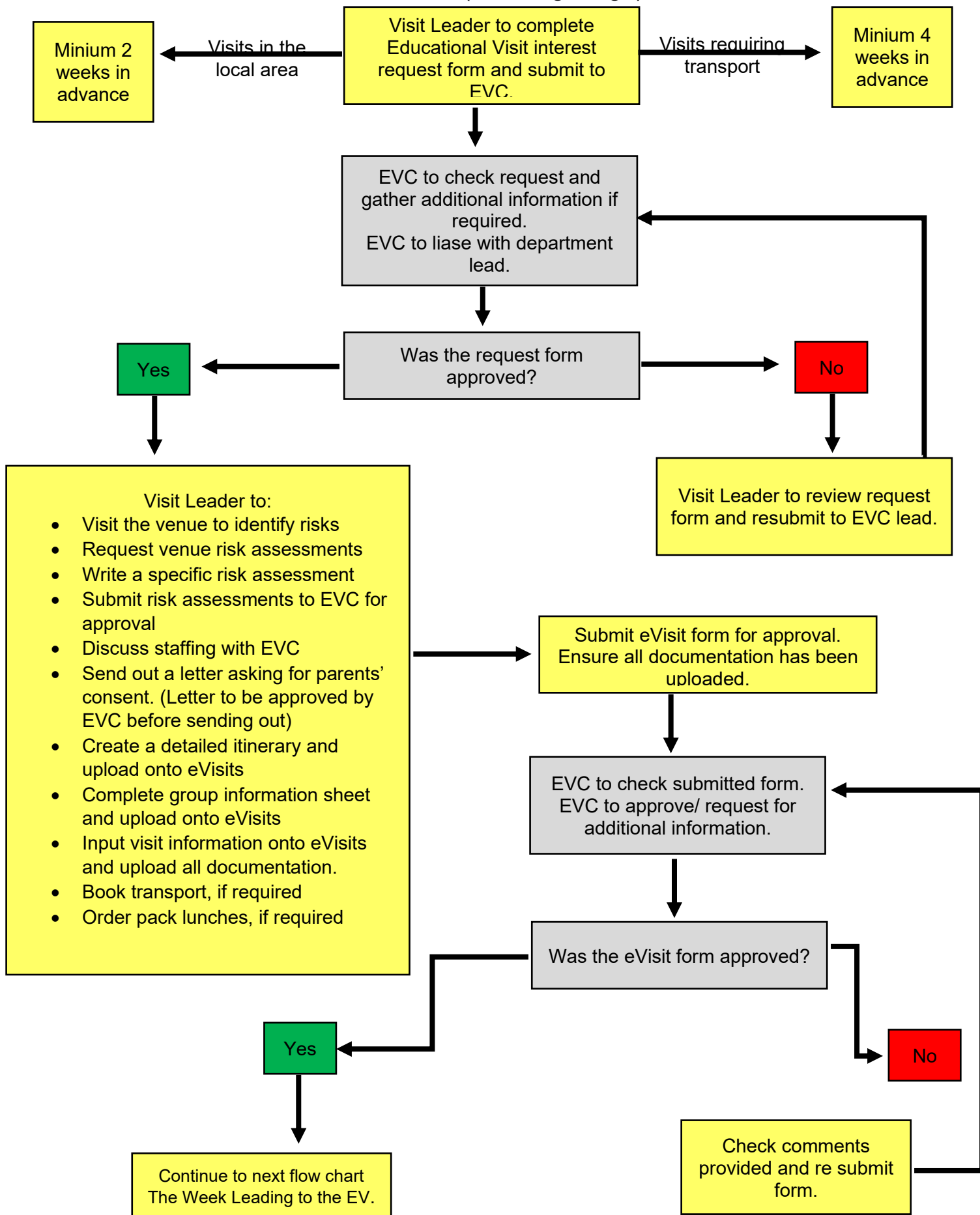
**COACH/MINIBUS TRANSPORT PROVIDER CONFIRMATION**

I confirm that the details given above are correct, and that we will notify the establishment of any changes.

Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
<b>Additional information</b>			

# Appendix C

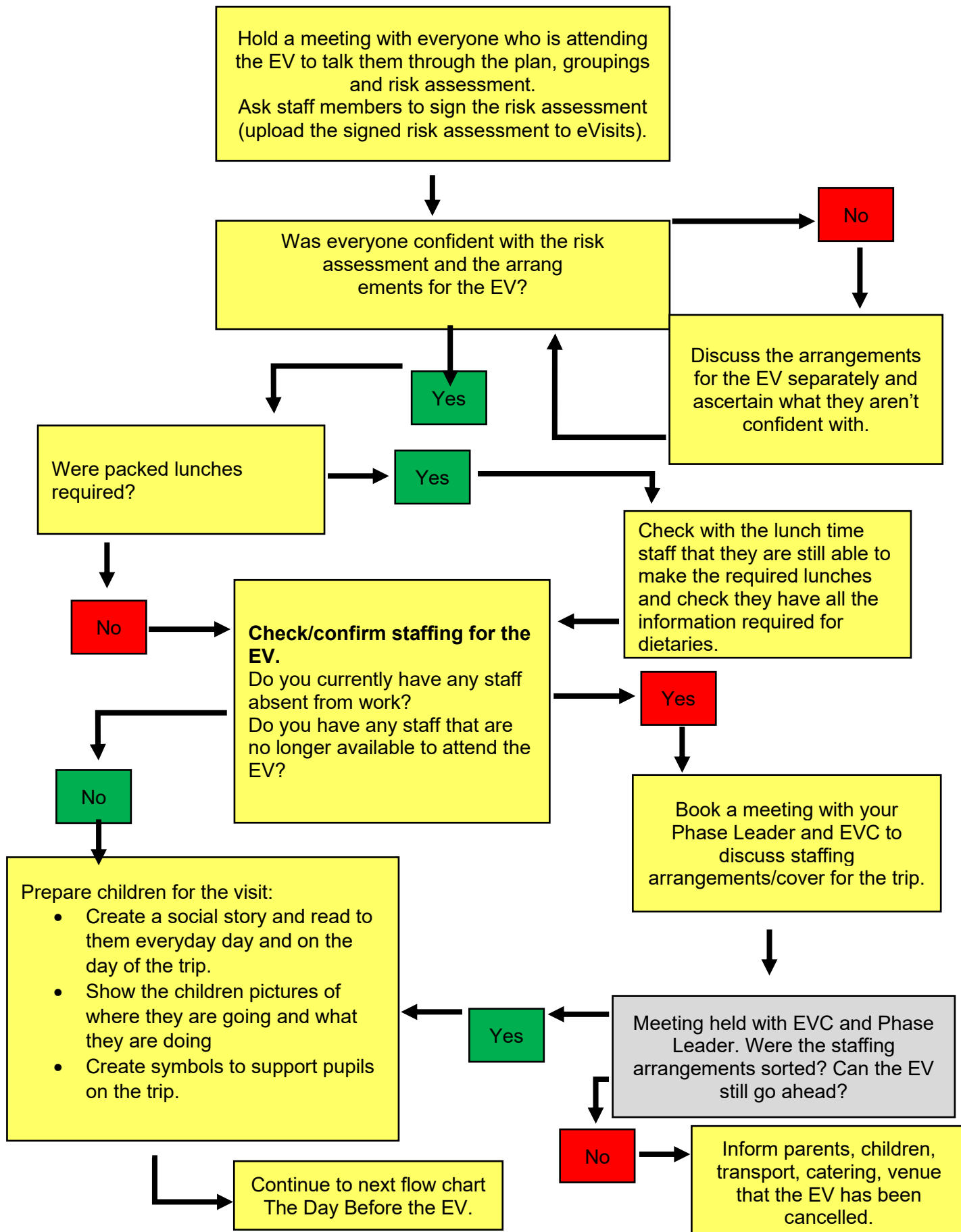
## Educational Visits Flow Chart Prior to visit (Planning Stage)





## Appendix D

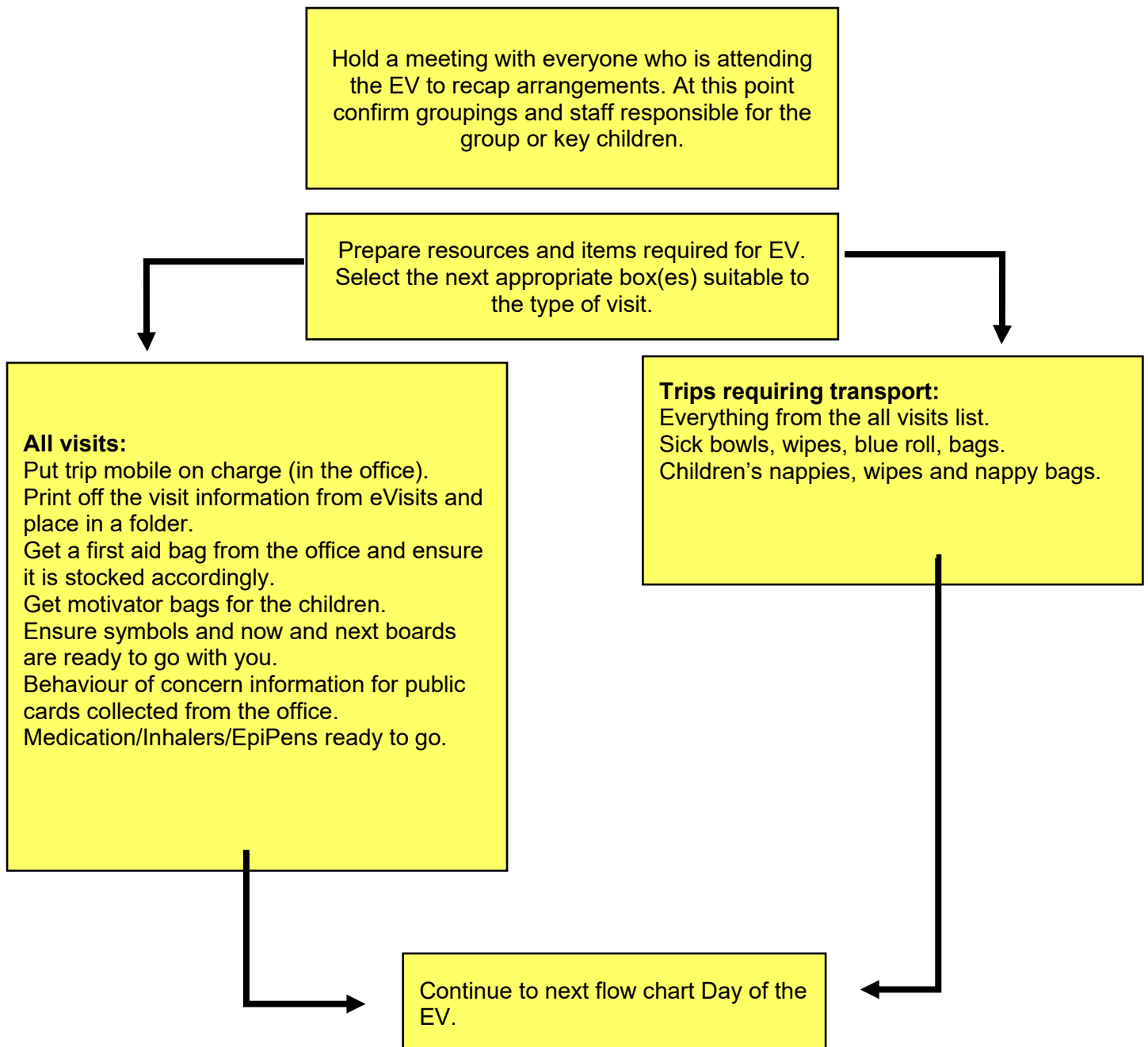
### Educational Visits Flow Chart The Week Leading to the EV





# Appendix E

## Educational Visits Flow Chart The Day Before the EV

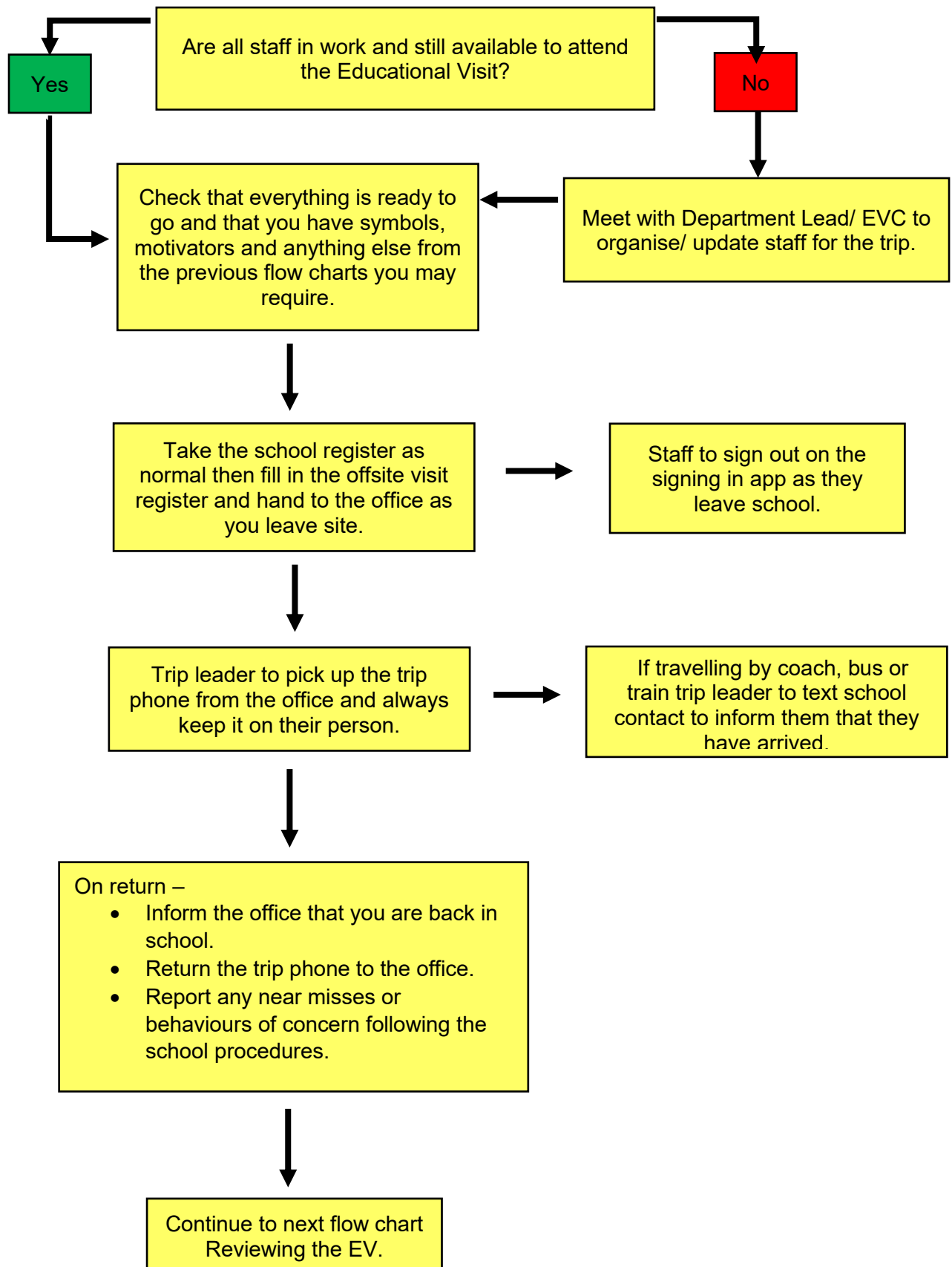






## Appendix F

### Educational Visits Flow Chart Day of the visit



# APPENDIX G



## Register for xxxxx off-site visit

(please ensure signed then hand into school office on departure and scan after visit for eVisit documentation)

Date:

Time :

\*Medication / Medical Info ready to take – yes/no

### Children Attending Trip (Red Plan)

Name	Class Name	Attended	Not Attended	Medication Signed Out Y/N
Childs Name				
Parent Mobile:				

### Staff Attending Trip

Name	Role	Attended	Not Attended	Medication Signed In Y/N

**Children and Staff Not Attending Trip**

<b>Name</b>	<b>Class</b>	<b>Location During Trip</b>

**Comments of any changes to the original trip details:**

---

---

---

---

---

---

---

---

---

**Headteacher/EV Co-ordinator sign off before leaving building:**

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## APPENDIX H

### **Return of Child Procedure**

Should a child be required to return to school/home post arriving at the venue the following procedure should be followed –

- Ensure the child is in a position of safety whilst arrangements are being made to return the pupil to school/home.
- VL to review staffing ratios and viability of the trip to continue for safety.
- Phone call made to emergency contact to organise the return of the child.
- School/Office Admin staff to contact parents and make them aware of the situation and the imminent return of the child to school/home and reasons why.
- Emergency contact to organise transport to the venue either via nominated transport provider returning to venue, vehicle with business insurance or private hire vehicle.
- Emergency contact to liaise with staff on trip to make them aware of plans to collect and expected arrival time.
- Once transport has picked up the child – VL to contact emergency contact and advise that they had left the venue and on route to school.
- On arrival at school the emergency contact/office is to call parents and VL to make them aware the safe return of the child and next steps while back at school. Child to be entered back onto the register.

Should a child require an ambulance then the above procedure is required to be followed, however, the phone call to obtain an ambulance should be made before contacting Emergency Contact or simultaneously via another member of staff. Advice on which hospital the child will be taken to will be required to so that parents are communicated to efficiently and a member of SLT can also attend.