James Dixon Primary

STRENGTH THROUGH KNOWLEDGE

# Educational Visits Policy

February 2025

James Dixon believes that every young person has the right to experience the world beyond the classroom as an essential part of their learning and personal development, regardless of their age, ability, or circumstances.

Every effort should be made to make educational visits accessible to all who wish to participate, irrespective of need or disability. Teachers should plan for inclusion from the outset, and should make appropriate 'reasonable adjustments' to enable the participation of SEND pupils. Failure to do so contravenes the The Equality Act 2010 and the Special Educational Needs and Disability Act 2001.

Proper and full concern for safeguarding and health and safety must be an imperative at every stage.

This policy complies with:

- the guidance set out by the government: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- Keeping Children Safe in Education 2021

This guidance should be read in conjunction with the following policies and guidance:

- Child Protection and Safeguarding Policy 2023 2023 Child Protection & Safeguarding Policy
- School Behaviour Policy 2023 2023 James Dixon Positive Behaviour Policy
- LoTC Policy LOtC Policy
- School Emergency Plan School Emergency Plan 2022 draft
- Outdoor Education Advisers Panel Guidance http://oeapng.info

James Dixon uses the EVOLVE system for online monitoring of educational trips and visits.
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bromleyvisits.org.uk

For free London travel, James Dixon uses the Transport for London School Party Travel scheme - School Party Travel Scheme.doc

**Insurance**

James Dixon, as part of Swale Academy Trust, holds School Journey insurance through Zurich Insurance Group which covers domestic and overseas trips, excluding winter sports and other adventurous activities.

## AIMS AND PURPOSES OF EDUCATIONAL VISITS

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. James Dixon has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year a number of educational visits and activities will take place off the school site and/or out of school hours. Such visits will afford students with real life and memorable experiences that will lead to improved academic and social outcomes. Educational visits can include the following:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams / fixtures
- Regular nearby visits (including libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups (including to theatres, cinemas, museums, art galleries, exhibitions, places of worship, zoos, theme parks)
- Residential visits
- Adventurous activities, which might be classed as higher risk, such as sailing, skiing, ice-skating, climbing, abseiling, trekking, caving etc.

## Roles and Responsibilities

### Educational Visits Coordinator (EVC)

The role of the appointed Educational Visits Coordinator (EVC) is to oversee trips undertaken by school groups. The EVC must be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale.

The EVC must have completed the EVC training, updated every three years, and keep updated with any changes to policy and guidance related to the organisation of educational visits. James Dixon uses Bromley Education Business Partnership - Bromley Education Business Partnership for its training and support.

The responsibilities of the EVC are to:

- Be appropriately trained with evidence of accreditation.
- Adhere to and implement the EVC Policy within school.
- Ensure adequate appropriate insurance is in place and be familiar with the conditions and exclusions of the Trust's school journey policy.
- Ensure that systems and procedures in relation to school trips are reviewed regularly.
- Manage EVOLVE Usernames and Passwords for all staff.
- Check that any organisation that is providing activities holds the LOtC (Learning Outside the Classroom) Quality Badge or similar local accreditation.
- Authorise the school visit approval for MASTER 23/24 EVC Approval Form alongside the Headteacher.
- Read and authorise entries entered on the EVOLVE system. At this point, any amendments/queries will be noted through EVOLVE.
- Read and authorise risk assessments through the EVOLVE system.

- Provide advice and support to the Visit Leader and other accompanying adults as needed.

## Visit Leader

For each school trip, a designated member of staff will have the role of Visit Leader. Visit Leaders can be any member of staff involved in the trip, but should not be an ECT unless the Headteacher is satisfied that they have the necessary experience and skills to fulfill the duties of the role. The Visit Leader must be approved to carry out the visit by the EVC and/or appointed signatory.

The responsibilities of the Visit Leader will include, but are not limited to:

- Complete an EVC Approval Form, which is then signed by the EVC and Executive Headteacher or Head of School.
  MASTER 23/24 EVC Approval Form
- Liaise with the Trust Finance Team who will:
  - check that the costs are accurate and that the visit is self-funding;
  - set up the trips on ParentPay so that parents can pay.
- The EVC / Visit Leader must not make any bookings or send any communications to parents until the School Visit Form has been authorised by the Trust Finance Team.
- Organise details in conjunction with the office staff, for the trip such as arranging transport, entry fees, letters to parents etc.
- Ensure parental permission has been obtained for the children attending the trip.
- Complete a record of the trip on the EVOLVE system, forwarding it to the EVC and appointed signatory for approval.
  https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bromleyvisits.org.uk
- Work with the EVC/assigned signatory to ensure all possible precautions are taken to ensure pupil and staff safety.
- Ensure all adults are aware of possible risks/hazards.
- Brief all adults involved, regarding the nature and the organisation of the trip.
- Debrief adults after the trip to report/address any issues and identify future actions.
- Hold details of adults accompanying the trip and the procedure to be carried out in the event of an emergency. Emergency plan form
- Ensure a hard copy of the risk assessment and emergency plan are taken on the trip. Copies of all documentation must be left with the school office. Emergency plan form
- Ensure accessibility for ALL children.
- Keep a record of risk assessments in the staff shared drive for all to access.
- Organise the necessary medical information for all children attending.
- Ensure all required medicines are brought and that there is a named person responsible for administering any medications, including appropriate recording of these.
- Arrange for a First Aid trained member of staff to be present.

- Be responsible for pupil groupings, adults, and additionally those pupils requiring FSM.
- Ensure that 'parent helpers' have been given a guide to parental expectations during an educational visit. 2018 Educational Visits Parents Guidance.pdf
- Inform the kitchen staff if packed lunches are needed Packed Lunch Request Form .doc

**School Visit Approval**

Before a visit is advertised to parents, the Head of School must approve the initial plan by viewing and signing the School Visit Form
MASTER 23/24 EVC Approval Form

Visits that include adventurous activities and/ or a residential element require approval by the Local Authority via EVOLVE. All other trips will be authorised by the EVC via the EVOLVE system.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed as soon as is practicably possible if an activity has to be cancelled.

For a residential visit, parents will also be asked to sign a letter, which consents to their child taking part. This will include a separate medical consent form. Each school must have a standard model letter, which should be used for this purpose.

See the SWALE policy for 'Charging and Remissions' which applies to all educational visits.
Swale Academies Trust - Policies

## Staffing

James Dixon recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning and behaviour in a variety of environments. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.

Adequate levels of supervision and staffing must be established for the journey/visit based on such factors as the sex, age and ability of the children, the presence of pupils with special educational needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved.

Guidance for pupil-staff ratios:

- See EYFS guidance for under 5 ratios Early years foundation stage (EYFS) statutory framework - GOV.UK
- One adult for every six pupils in school years 1 to 3.
- One adult for every ten to 15 pupils in school years 4 to 6.

These staffing allocations should be regarded as minimum.

Where swimming activities are involved, there must be provision for supervision by qualified lifesavers.

SEND pupils should have, where necessary, additional adult support assigned to them to ensure their needs are met.

It is recognised as best practice that the Visit Leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## Risk assessment

A risk assessment must be completed for all school visits. This will be downloaded onto the EVOLVE system as part of the visit record. For regular visits, i.e to swimming lessons, a standard risk assessment may be used but will be reviewed as necessary. Pupils must learn to recognise and manage risks and understand their responsibilities. Adults will involve children in risk assessment wherever possible. Risk Benefit Assessment - Master

## The Expectations of Pupils and Parents

Each Trust school expects pupils to conduct themselves in line with the school's Behaviour Policy. This will be part of the conditions of booking by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

## Emergency Procedures

Each school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

In line with the school emergency plan, The Visit Leader will take with them a copy of the school's Emergency Plan form Emergency plan form that holds contact details of the appointed emergency school contacts.

## Evaluation

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be submitted on the EVOLVE system.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

A summary checklist can be found here - Educational visits - CHECKLIST updated 2022