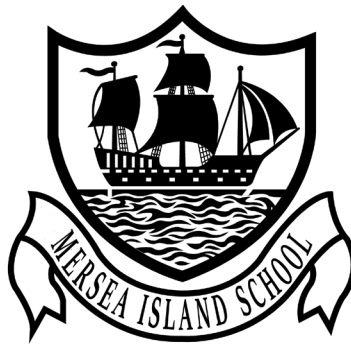


Educational Visits

Policy



Mersea Island School

May 2024

Approved by:
JBarnes

Date: 5th March 2024

Last reviewed on: January 2022

Next review due by: March 2026

Educational Visits Policy

Establishment type	<i>PRIMARY SCHOOL</i>
Name of establishment	<i>MERSEA ISLAND SCHOOL</i>
Who is employer	<i>ESSEX COUNTY COUNCIL</i>
Responsibility for offsite visits (possibly EVC, or deputy head)	<i>J Barnes and T Wright</i>
Date Trained	<i>December 2022</i>
Policy agreed	<i>Yes</i>
Signed off by	<i>J Barnes</i>
To be reviewed	<i>Spring 2026</i>
Other Policies Related	<i>Child protection. Inclusion, volunteer, transport, finance, staff training, health and safety DfE H&S advice on legal duties & powers December 2012</i>
Other Paperwork Attached (appendix)	<i>Parental consent forms, staff training list, School Emergency Plan, Emergency Contacts, etc:</i> Extended Learning Locality Signing-out sheet for ad-hoc activities in the school locality Generic and Site/Person specific risk assessment Risk benefit Assessment template EMERGENCY PROCEDURES ACTION PLAN

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1 Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Mersea Island School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- 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/
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Mersea Island School, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

- **Gaining approval for a trip**

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC:

4.2.2 They are responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 They should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 They should ensure the suitability of all staff appointed to the visit.

4.2.5 They should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 They should implement effective emergency contact arrangements.

4.2.7 They should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 They should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process EVOLVE is used to log, audit, approve the following: residential, adventurous and local trips.

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOfC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventure mark, etc.)

6 Parental Consent :

This guidance reflects the DfE guidance with particular note we consent is NOT required:

Parental consent to off-site activities Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal 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.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfef%20consent%20form.doc>

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

www.oeapng.info 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- a full list of escorts and staff and groups of children for which they are responsible (see Appendix 1 -Generic risk assessment).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. Epipen and mobile phone.
- Copies of Emergency numbers given to all leaders.

8.2 During the visit

Young children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place.

There should be a system in place to safeguard young people at all times. (eg. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

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.

Every escort must be given an emergency contacts list. This will also have the school's contact number.

8.3 On return

8.3.1 Check all children off the coach 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 or approved adult.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Payments online by SIMS AGORA [unless otherwise specified].

Some visits may incur vast amounts of money (example ski trip for 80 students £90,000)

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent : -

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits.

11 Transport

See School Transport Policy -

Also see guidance from OEAP NG -

www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. This can be completed on Evolve. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

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/Manager and the employer's advisory team.

Reviewed: J Barnes	May 2024
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Next revision due:	May 2026
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Appendix 1 - Extended Learning Locality

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- *Mersea Library, museum and Churches*
- *School Gardens*
- *Kingsland Road beach*
- *Ivy Farm, East Mersea*
- *Coast Road*
- *Reymead Woods*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions and tide times.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Mosquito bites, infected ticks – Lyme disease, adders

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.

- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile/s are taken with each group and the office have a note of the numbers, as we may have 4 or 5 group visits going on at the same time.
- Appropriate personal protective equipment is taken when needed (eg gloves,hats, goggles)

Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.



Local Visits Risk Assessment – Visit to _____

Mersea Island School

Written by: J Barnes - EVC

Date: 18.11.23

Name of Lead person:

Date of local visit:

Time Off site:

Expected return time:

No of pupils off site:

Names of accompanying adults:

Hazard List Significant hazards which may result in serious harm or affect several people	Control Measure List existing controls or note where the information may be found (e.g. information, instructions, training, systems or procedures	Applicable and acceptable to this visit?
General walking around within the locality	• The proposed walk is known to group leader • Route and distance is appropriate for the age of the chn • Group leader will ensure appropriate footwear is worn • The class should be kept together and not be spread out • Chn not to go over any fences, walls or gates unless instructed to • Visit leader to undertake regular headcounts	
Road safety	• Group are fully briefed on behaviour and to remain on pavement if instructed otherwise • Roads to be crossed only in safe locations • Adults to stand in middle of road and stop traffic when necessary, informing the chn when to cross safely	



	• Be aware of parked cars and vehicles coming out of private driveways • Walking besides roads with no pavements will be kept to the minimum and a member of staff will be at the front and the back of the single line next to the roadside. Other adults will be positioned along the line. • Class to be walking along the side of oncoming traffic • The class will be instructed to stay together • Particular care will be taken around corners when oncoming traffic may not be visible	
Stranger danger	• Chn will be recapped on stranger danger • Chn will only be able to stay within eyesight of accompanying adult.	
Dogs (possibly unleashed)	• Talk to the children about safety with regards to not touching or approaching dogs/other people's dogs • Make all staff aware of any chn who have personal issues/fears of dogs	
Trips/falls	• Group leader to ensure all pupils are aware of expectations when walking along the pavement eg. eyes to be looking where you are going, being aware of uneven surfaces and lampposts etc. • Basic First Aid kit taken	
Risk of separation	• Staffing ratios to be in line with current LA guidance for supervision	



	• Leaders to conduct regular head counts during visit • Chn to be aware that if they become separated from the group they stay still. An adult will retrace the steps	
Risks associated with tidal location	• A current weather and sea state forecast is obtained on the day of the visit along with high tide time	
Weather	• Staff to check that all chn are dressed appropriately eg. sun hat, sun cream • Staff to have checked the weather conditions for the day • If adverse weather conditions the event will be adapted to plan B or be cancelled/postponed • Staff to monitor class progress and make adjustments if necessary • Chn to have access to drinking water if hot weather	
Beach Visit	• NO chn will be allowed in water • Chn will be allowed near to water only under strict, close adult supervision	
	• Chn to be aware of potential sharp objects eg. broken oyster shells, barnacles	
	• A current weather and sea state forecast is obtained on the day of the visit along with high tide time	
	• Appropriate clothing/footwear to be worn • Care needs to be taken on shingle beach when wet and muddy areas	



Use of local playground	• Set perimeters for chn and briefed on expectation of behaviour	
	• Equipment to be appropriate for age of chn • Staff to check for debris in surrounding area Eg. broken glass, needles, faeces	
	• Any broken equipment to be cordoned off	
	• Consideration should be made if any equipment is slippery if wet	
Use of public toilets	• Chn to be accompanied to public toilet building by an adult and headcounts completed • If no male adult is available a female adult will stand outside the public toilets and headcount made	
Emergency situations	• All staff and accompanying adults will be briefed prior to the visit regarding the emergency procedures. • Staff to carry mobile phone with Mrs Wright and Miss Poole's emergency contact number. • School office to be informed 01206 382736 • In the event of any medical emergency staff to call 999. • Staffing allocation to take account of any behavioural and medical conditions	

First Aid Kit Taken: Yes/No

Mobile Phone Number:

Risk Assessment shared with all accompanying staff: Yes/No

Pupils briefed on expectations prior to visit: Yes/No



Have a copy of this form been left in the office: Yes/No

Approved by:

Date:

This is a list of my class register and the children with medical conditions:-

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Visit Leader

Check your group

Are

Are

Are all leaders present?

Agree contact numbers to use and pattern of future contact.

Any Casualties?

What happened? When – date & time? Where – location?

Who was involved? Names of all involved Action taken thus far



Action by Establishment



Launch the critical incident plan

Follow and adapt if necessary.

Involve outside support if required

Is this a Critical Incident?

No

Agree actions with Visit Leader, e.g.
Contact with parents?

Seek advice from Education Officers?

Seek advice from OE Advisors?

Media management by establishment?

YES

