



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Educational Visits Policy
Policy Number	POL009
Date of Issue	November 2023
Author	S Blair
Reviewed by	Mrs R McNeil
Date of next review	November 2024

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
February 2022	Mrs R McNeil	Updated staff names	February 2022
January 2023	T Cafferky	Reviewed and no changes made	
November 2023	S Blair	Policy rewritten to include Local Area Visits process and emergency plan added	November 2023

Scope of the policy

This policy applies to Landau Forte Academy Moorhead

1. Purpose of the policy

This policy is to cover all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

2. Policy Detail

Aims and Objectives for Educational Visits

Our fundamental aim at Landau Forte Academy Moorhead is to provide the best possible education for all our pupils. It is the aim of the academy to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Landau Forte Academy Moorhead. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

The national online guidance resource OEAP National Guidance (Guidance for the Management of Off-site visits and LOfC (Learning Outside the Classroom) activities) is an invaluable reference document, which should be read alongside this policy. It is available from: <http://oeapng.info/>

Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

Local Area

- Walk around the local area
- Walks to places of interest in the local areas eg library/church
- Year 6 visit to their local secondary school
- Swimming
- Sporting events at other schools or sporting grounds

Day Trips

- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.

Residential Visits

- An annual residential visit for children in Year 6.

Local Area Visits

Local area visits take place during the school day and are part of the normal curriculum. We record these visits via the local area visit module on Evolve. We will request annual written consent from parents for these type of visits.

We will inform parents/carers via class dojo with a minimum of 24 hours' notice.

Local area visits will require verbal Head Teacher approval or SLT member approval in absence of Head Teacher and relevant operating procedures.

Local Area Walking Visits Boundaries

The boundaries of our local learning area is shown on the map (appendix 1) and includes, but is not limited to, the following frequently visited locations

- Visit to Kiwi House
- Walk to local park
- Visit to local church
- Walk to Alvaston Library
- Year 6 visit to local secondary school
- Sport fixture at a local school

Children will be required to walk to places in the local area.

Local Visits - Minibus

For local sporting fixtures we may use a minibus or walk. (As shown in the map appendix 2)

Day Visits/Residential

Parental written permission will be obtained for each day visit/residential.

Staff/Pupil Ratio

Our guidance is circa the below ratios. Dependent on the type of visit the number of staff may in some instances be higher. Children with an Education Health Care Plan will not be included in the ratio and will always have one to one support.

- 5 EYFS children to 1 member of staff
- 6 Year 1-3 children to 1 member of staff
- 10-15 Year 4 -6 children to 1 member of staff

Planning of Visit

The visit lead will ensure all items from the list are reviewed

- Purpose and educational objectives of the visit
 - Dates and times
 - Numbers of children
 - Staffing
 - Details of venue and activity
 - Accommodation (residential)
 - Potential hazards and management of hazards
 - Traffic
 - Public/animals
 - Uneven surfaces, slips, trips and falls
 - Losing a pupil
 - Weather conditions
 - Fieldwork activity
- Transport
- Financial arrangements
- First aid
- Implications for rest of school
- SENd/ EAL considerations
- Insurance
- Preliminary visit by organiser/other staff for a visit not in the local area

Only staff judged as competent and knowledgeable of the local area, by the Head Teacher, will be approved as local area visit leads.

For day visits a preliminary visit should be undertaken by the trip lead to be able to complete the visit risk assessment. There may be occasions where the location is known to the lead, though it is wise to check nothing has changed. For a residential visits staff are to contact the location regarding risk assessments and information for dining and sleeping. Risk assessments for activities are not required for a residential when the company hold a LOfC (learning outside the class room) Quality Badge.

Roles

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Head Teacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as by the Head Teacher

- ensuring that the Head Teacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Head Teacher on a bi-annual basis.

The **Head Teacher** is responsible for:

- assess the competence of prospective leaders and staff
- ensuring approval for visits is given
- ensuring that the Governing Body is made aware of visits
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- being aware of the need for Best Value
- ensuring that all accreditation or verification of providers has been met
- ensuring that visits are evaluated to inform the operation of future visits
- ensuring that each visit has an appropriately competent Visit Lead
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff

The function of the **EVC** is to:

- ensure educational visits meet the school's requirements
- organise transport
- ensure that risk assessment meets requirements
- organise training and induction
- ensure parents are informed and have provided consent
- organise emergency arrangements
- keep records of visits, accidents or incident reports
- review systems and monitor good practice

The **Visit Lead** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Visit Lead must:

- be approved to carry out the visit, suitably competent
- plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do

Adult volunteers who are not teachers at the school must:

- receive a copy of the Educational Visits Policy and sign to say they have read and understood it before the trip
- understand and agree expectations of them
- understand their relationship to the pupils, teachers and visit leaders
- recognise the limits of their responsibility
- ensure that they are not left in sole charge of pupils
- follow instructions from Visit Lead/teachers;
- raise concerns for pupil welfare with the Visit Lead

- comply with the safeguarding and use of photographic images policy.

Visit Planning

Only staff judged as competent and knowledgeable of the local area, by the Head Teacher will be approved as local area visit leads.

The visit lead will ensure all items from the list are covered

- Purpose and educational objectives of the visit
- Dates and times
- Numbers involved
- Staffing
- Details of venue and activity
- Accommodation
- Potential hazards
- Transport
- Financial arrangements
- First aid
- Implications for rest of school
- SEND/ EAL considerations
- Insurance
- Preliminary visit by organiser/other staff for a visit not in the local area

For day visits a preliminary visit should be undertaken by the visit lead to be able to complete the visit risk assessment. There may be occasions where the location is known to the lead, though it is wise to check nothing has changed. For a residential visits staff are to contact the location regarding risk assessments and information for dining and sleeping. Risk assessments for activities are not required for a residential when the company hold a LOTC (learning outside the class room) Quality Badge.

The Academy uses the EVOLVE system, which is an on-line system for the planning, approval and management of education visits, sports fixtures and extra-curricular activities. It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data and improve staff confidence in that they automatically follow both employer, and national guidelines, as the system is a national database, accessed via a service level agreement (SLA) with Entrust.

All trips must be recorded using the EVOLVE system, showing full details of the visit, activities, attendees and all associated risks, with proposed controls. The visit lead for the proposed trip will input these details and the Educational Visits Co-ordinator will check for completeness before forwarding to the Head Teacher, who will approve all proposed trips.

In addition, for those trips that involve residential, adventurous/high risk and/or foreign travel, these will be reviewed and approved by the Evolve Educational Visits Advisor prior to the trip going ahead. In view of this, all trips of this type should be submitted **six** weeks in advance of the proposed date.

Financing Educational Visits

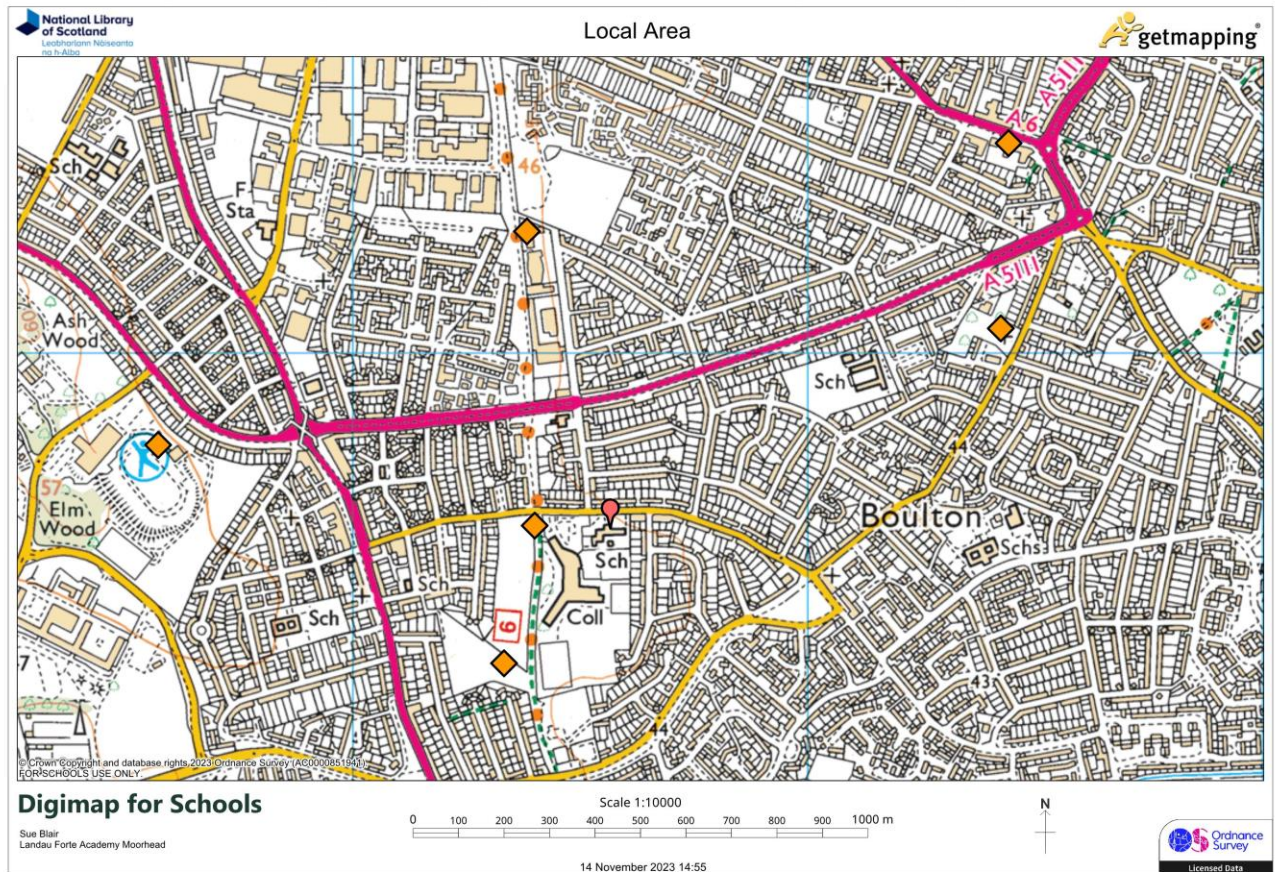
The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

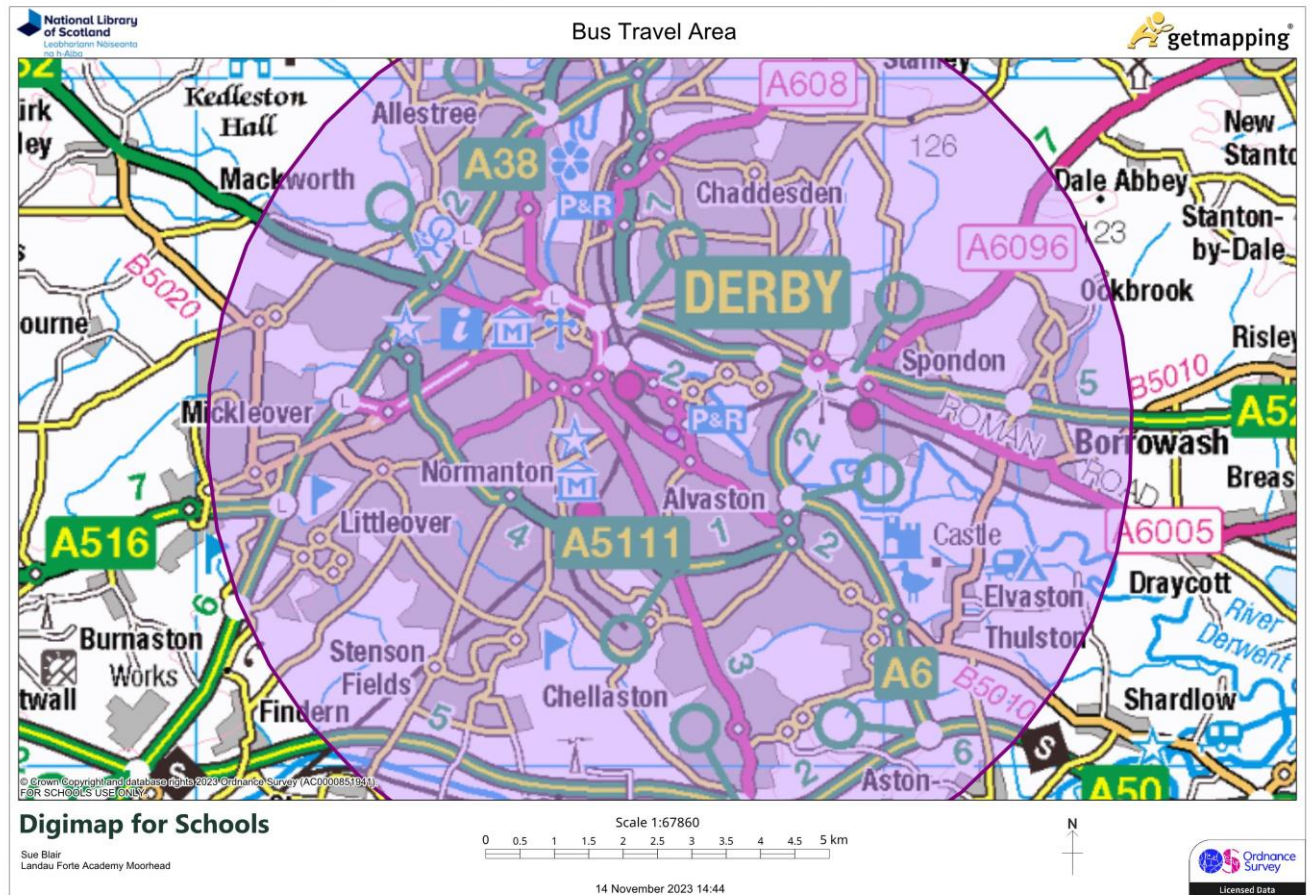
It is the responsibility of the EVC / Head Teacher to ensure that emergency arrangements are in place for all Educational Visits. See Annexe 3) This includes:

- ensuring that all involved know who is the emergency contact point in the Academy
- having access to an emergency (Critical Incidents) plan appropriate to the visit
- ensuring that the contact point – or rota – is effective throughout the visit
- ensuring that parental contact information is up to date and accessible

Appendix 1 Local Area Map – Walking



Appendix 2 Local Area Map – Minibus



Appendix 1 Emergency Plan

An emergency is defined as

An incident where a group member:

- Has suffered a serious injury or fatality
- Seriously ill
- Is at serious risk
- Has gone missing for a significant and unacceptable period
- Any incident that is beyond the normal coping mechanism of the Visit Lead/accompanying staff
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In the event the Visit Lead has been incapacitated, one member of staff is to be designated lead for the purpose of the emergency plan.

Primary Action – Visit Lead/staff

The Visit Lead is to remain calm and assess the situation

Safeguard the group

Instruct staff to assume their allocated roles or if any staff members are incapacitated allocate roles to remaining staff

In the instance of an injury/illness ensure first aid is carried out

Call the emergency services as appropriate

Instruct staff not to post any information on social media or messaging services

Secondary Action – Visit Lead/staff

Inform emergency contact of

- Nature of emergency
- Number of casualties and their status
- Current location
- Time of accident/incident
- Any action already taken eg call to emergency services

Parents are to be contacted by the a senior member of staff at the school

Do not speak to the media refer to the school.

Liaise with emergency services

Staff member to accompany any children to hospital taking medical information with them.(Care plan, where required, to be taken)

Ensure children are adequately supervised

Make notes of the incident, document actions with times and conversations

Keep the school emergency contact updated

Maintain contact if emergency services are involved

If transport back to school is required to inform the emergency contact

Post Incident – Visit Lead

Consider emotional needs of children and staff

Complete a written report of the incident to include

- Time, date and nature of incident
- Accurate incident location
- Names of casualties
- Details of injuries – to be added to accident book
- Actions taken, including all communications
- Names of others involved but not injured
- Details of any moves from the incident site (times, who moved, where to, how)
- Names and contact details of witnesses
- Proposed action

Emergency Contact/School

If the incident is out of school hours the emergency contact will contact the Head Teacher. The Head Teacher will inform the Trust CEO and the EVC.

The emergency contact will arrange a senior member of staff to contact parents of injured/ill child(ren). If a member of staff is injured their next of kin will be informed.

An agreed message will be sent to remaining parents via the online messaging service.

There will be no contact with the press at school level. Any communications will be dealt with by the Trust CEO.

The emergency contact will keep in regular contact with the visit lead.

If transport is required to bring the children back to school, the EVC will arrange this.

Fatality

If the emergency contact is not the Head Teacher, they will inform the Head Teacher of the incident.

The emergency contact will inform the Trust CEO and head of governors.

The emergency contact will liaise with the police, to confirm as to who will inform the family of the incident.

In the event the police do not visit the family, two member of staff, including SLT member, will visits the child's parents or member of staff's next of kin.

Emergency Hub

If the Head Teacher decides the incident to be a high risk level the school will open the hall will be set up as an emergency hub. Parents will be informed they can come to the school if they wish.

Parents will be requested not to post on social media or speak to the press.

The emergency contact/Head Teacher will update parents with information received from the visit lead.

The emergency hub will close once children are back at school.

Post Visit Actions

Head Teacher and visit lead to review incident, lessons learned and add any suitable actions to best practise for future visits.

Head Teacher will investigate the incident as to whether there has been any health and safety breaches or staff misconduct

Head Teacher will update governing body as to the outcome and any lessons learned



Date	March 2019
Version	3
Made By	Mr T Cafferky