



# Sutton CE VC Primary School

## Educational Visits Policy

January 2024



The school aims to provide a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives. This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher as the Educational Visit Coordinator (Mike Harrison). It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff who want to lead adventure activities and the adviser will give advice.

Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. At Sutton C of E (VC) Primary School, zones 1 and 2 will be used.

1. The Zones are defined as: **Zone 1** - This is for Mike Harrison/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

**Local regular visits** - These are visits which are regular, local and straightforward to organise. It is the responsibility of the visit leader to ensure that risk assessment documents are adapted to evaluate risks for children in the particular class (see Appendix) and uploaded onto Evolve. The SENCO should be consulted for named children with an SEND or medical need that need to be accounted for on the trip. Risk assessments should be completed and authorised a week before the trip date.

Activities that this school includes in Zone 1 are:

- Maximum travel distance of 7 miles
- Village walk and trips in Sutton
- Trips to local sports events
- Regular trips to the Hive

Risk Management of Zone 1 should be covered by a range of prepared documents. These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment). Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures and travel by bus / public transport within a defined distance. If any activity is a one off then this should be Zone 2. Schools can also decide which activity in Zone 1 might be listed or not listed on Evolve

**2. Zone 2** - Visits that are usually further afield, e.g. Whipsnade Zoo, London art galleries, Museums or theatre trips to Cambridge. For one of visits there will be aspects of complexity that require careful planning. Approval for visits of greater complexity should be pre-approved by the Headteacher before booking the visit, at least 2 weeks in advance of the trip going ahead. A risk benefit assessment has been completed for trips within this zone and must be entered onto the Evolve portal.

**3. Zone 3** – Encompasses complex adventure and/or residential visits. These must be entered into the Evolve portal, and submitted to the Adviser and Headteacher at least 4 weeks before the departure date. The adviser approves visits on behalf of the employer.

### **Managing Risks**

The school has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

A key facet of this concerns First Aid training for staff. All staff will have up to date Emergency First Aid Training with additional designated staff Paediatric First Aid Trained. All educational visits will have at least one Paediatric First Aid Trained staff member in attendance irrespective of whether it is Zone 1, 2 or 3.

Every Educational Visit will have a designated coordinator who will have responsibility for completion of Evolve submission, parent correspondence, Risk Benefit Analysis and all relevant bookings (e.g. transport, admission fees etc.). All documentation related to a visit is to be uploaded onto the Evolve website.

Staff accompanying children should wear high visibility jackets, unless it is a sporting event. There should be a register of children taken on the trip shared with school staff and the lead teacher should sign the children in and out at the office. When using a coach – one adult will stand by the steps and children will not cross roads without close supervision.

### **Emergencies and Critical Incidents**

The School Critical Incident plan is regularly reviewed and updated. It covers and manages the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN). An updated guide is available to schools to assist.

### **Monitoring**

The school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

### **Links to other Key Policies**

This policy links to other school policies and therefore these areas are acknowledged and not repeated.

### **Vetting**

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements and will be recorded on Evolve Portal. This extends to volunteers for whom the school will hold DBS certificates.

### **Working with outside providers**

All visits must be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet your expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. A provider must either supply an LOTCQB or an AALS License or complete the [Provider form](#)

### **Planning for Inclusion**

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved. The SENCO will be consulted in the planning stage.

### **Good Practices**

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders **must** work. The guidance states: 'leaders are accountable, confident and competent to lead visits'.

The mobile phone policy and safeguarding procedures will be considered. Volunteers (all of whom will have been vetted and have undertaken DBS checks instigated by the school) will not take children anywhere alone eg. to the toilet unaccompanied by school staff.

## Transport

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The NG website contains details to assist in planning for transport.

For advice and support, please contact the Outdoor Education Adviser Service

Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

Phone 01480 379677

Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

Adventure and D of E Staff Leadership

Please see separate document for the new standards of leadership published September 2021



### Appendix 1 - Risk Benefit Assessment format

<b>Trip planned:</b>	<b>Trip date:</b>	<b>Trip lead:</b>	<b>Other adults:</b>
<b>Number of children:</b>	<b>Ratio of adult: child</b>	<b>Named children with SEND/medical needs to be accounted for on the trip:</b>	
<b>Signed by trip lead:</b>		<b>Signed by HT/DHT/AHT:</b>	
<b>Intent</b>		<b>Impact</b>	

### Implementation –

<b>Specific Activity</b>	<b>Possible Problems/Issues</b>	<b>Probable Benefits</b>	<b>Control measures, reasonable and practical steps to avoid or reduce problems/issues</b>	<b>Decision/Comments/Actions</b>
