**ST ANDREW’S METHODIST PRIMARY SCHOOL**

**STRIVING FOR EXCELLENCE-**



**WITH GOD**

**Educational Visits Policy**

Reviewed August 2020

Headteacher Date:

Chair/Vice Chair of Governing Board Date:

*Reviewed the Finance Committee of St Andrew’s Methodist Primary School virtual meeting on 19th October 2020*

Date of Next Review September 2021

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

## Introduction

## Our school vision statement, ‘Striving for excellence- together as one with God,’ reflects our mission to ensure our pupils have a wide range of extra curricular opportunities to support spiritual development and enable all to flourish. The importance of educational visits outside school is evident to all, as it the impact on pupils.

**Policy for Educational Visits, Outdoor Learning and Adventurous Activities**

*The Department for Education is currently advising against domestic trips (residential and non-residential) for children under 18 organised* *by educational settings*. (Aug 20)

See guidance on page 9 for further details.

**Introduction**

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. **Scope and responsibilities**

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: Jan Shepley

Administrative tasks will be carried out by: Jan Shepley

1. **Establishment policy and procedures**

The St Andrew’s Methodist Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities (February 2018)

St Andrew’s Methodist Primary School is the employer’s policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included website. We will always aim to fully inform parents by letter of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

Non-routine consent: Written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the ‘My Details’ section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

1. **Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy

1. **Visit Planning and Management System**

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

* On-site or local learning area
* Joint visit
* Overseas
* Residential
* Adventurous (provider led)
* Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments’ use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: All visits and activities.

Educational Visits Co-ordinator: All visits are sent to the EVC who then sends to Headteacher.

1. **Incident Management**

In the case of an incident during a visit all members of staff will follow the establishment’s incident management plan as detailed in the appendix.

1. **Monitoring of visits and procedures**

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

1. **Charges for Off-site Activities and Visits**

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to school charging and remissions policy.

1. **Inclusion & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to St Andrew’s Methodist Primary School SEND policy.

1. **Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

* As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
* Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to safeguarding policy.

1. **Insurance**

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

1. **Transport**

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

***Appendix 1 - Local Learning Area***

**Boundaries**

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

* Walkden Methodist Church
* Little Hulton & Walkden Library
* Fit City Worsley Pool and Leisure Centre
* Walkden Shopping Mall
* Harrop Fold High School

We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

The below is in essence just a generic risk assessment for routine activities.

Operating Procedure for visits to the Local Learning Area

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.
* Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

*These are managed by a combination of the following:*

* *The Head, Deputy or EVC must give verbal approval before a group leaves. Not strictly necessary if you have clearly identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it.*
* *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. Suggested ratios:*

*1:2 Nursery*

*1:4 Reception*

*1:6 Years 1 -3*

*1:10 – 1:15 Years 4 -6*

* Staff are familiar with the area, including any ‘no go areas’, and have practiced appropriate group 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 school mobile is taken with each group and the office have a note of the number.
* Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

**Appendix 2 – Emergency Procedure**

The school’s emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event thatan incident overwhelms the establishment’s emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the ‘extended learning locality’, the visit leader will carry either:
7. An LA Emergency ‘Card’ (see EVOLVE Resources), or
8. An OEAP National Guidance Emergency action card *(Available via* [*www.oeap.info*](http://www.oeap.info)*)*
9. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

[www.gov.uk/government/publications/safe-working-in-education-childcare-andchildrens-social-care](http://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)

DfE has also issued specific travel advice for educational settings:

[www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-foreducational-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings)

Equivalent Welsh government guidance is available at: <https://gov.wales/coronavirus><https://gov.wales/education-coronavirus><https://gov.wales/coronavirus-travel-guidance-education-settings-and-students>

**Guidance for Out-of-School Settings**

DfE has issued guidance on protective measures for providers of community activities, holiday or after-school clubs and other out-of-school settings, at:

[www.gov.uk/government/publications/protective-measures-for-holiday-or-afterschool-clubs-and-other-out-of-school-settings-for-children-during-the-coronaviruscovid-19-outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

k Coronavirus

4

and for parents and carers of children attending such settings, at:

[www.gov.uk/government/publications/guidance-for-parents-and-carers-of-childrenattending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

# Outdoor Learning and Off-Site Visits during the Pandemic

Learning outdoors has many educational and health benefits. During the pandemic, it also provides opportunities for ‘social distancing’ and fresh air, and so establishments should consider how they can maximise the amount of time that children and young people spend outdoors.

Page

2

of

6

Current (July 2020) government travel guidance for educational settings advises against all overseas and domestic visits for children under 18. It is therefore not currently advisable to use venues which involve travel except for walking or cycling.

However, in addition to using their own playgrounds and gardens, many schools routinely use outdoor areas adjacent to and nearby the school for educational activities, sometimes designated as a ‘Local Learning Area’. It should be possible to continue to use most venues that are in walking distance, within current limitations. It might also be possible to negotiate temporary exclusive use of an outdoor area close to an establishment, with the landowner.

Good

P

ractice folder

Establishments should use their judgement, informed by government guidance about protective measures and safe working during the pandemic, to decide what is appropriate in their particular circumstances. In making this decision, it is helpful to consider the ‘SAGE’ variables (Staff, Activity, Group, Environment) - see document [1b “Foundations”.](https://oeapng.info/downloads/download-info/1b-foundations/)

There are many ideas and resources for activities available, for example:

* The following OEAP documents available in National Guidance

[7.3b “How to Take Your Learning Outside the Classroom”](https://oeapng.info/downloads/download-info/7-3b-oeap-2020-how-to-take-your-learning-outside-the-classroom/)

[7.3c “Learning Outside the Classroom – Activity Cards”](https://oeapng.info/downloads/download-info/7-3c-oeap-2020-learning-outside-the-classroom-activity-cards/)

[7.3d “Taking Learning Outside the Classroom – Adapting Activities”](https://oeapng.info/downloads/download-info/7-3d-oeap-2020-taking-learning-outside-the-classroom-adapting-activities/)

* Council for Learning Outside the Classroom [www.lotc.org.uk/resources/education-resources](http://www.lotc.org.uk/resources/education-resources)
* Learning Through Landscapes [www.ltl.org.uk/free-resources](http://www.ltl.org.uk/free-resources)
* National Trust [www.nationaltrust.org.uk/features/50-things-to-do-before-youre-11--activity-list](https://www.nationaltrust.org.uk/features/50-things-to-do-before-youre-11--activity-list)

# Planning and Managing Activities during the Pandemic

The following guidance for planning and managing activities is specific to operating during the COVID-19 pandemic. You should also be familiar with other National Guidance documents relevant to your role, as the normal principles of good practice still apply.

k Coronavirus

4

You should review your standard operating procedures to ensure that they include the measures that you need to take to reduce the risks from COVID-19.

It is particularly important to follow government guidance about ‘social distancing’, group sizes, personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site.

You should consider avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital.

If the planned activity is in an area open to the public, you should consider carefully how you will ensure that your group is isolated from the public.

Page

3

of

6

The same attention should be given to hygiene when outdoors as when indoors. For example:

* Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside;
* Avoiding touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it;
* Avoiding activities which involve touching each other (e.g. holding hands);
* Sanitising equipment before it is used.

Consider carrying, or having easily available, antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and possibly disposable aprons and eye protection, in case staff need to administer first aid or give direct support or personal care to a participant.

Good

P

ractice folder

Be aware that antiseptic hand gel usually contains a high proportion of alcohol, and could therefore be a temptation for abuse by some young people. It should be used under close staff supervision.

During some activities, it may be possible to designate or mark out ‘zones’ within which individual participants work, to avoid contact between them.

It is important to keep parents informed about your plans and the precautions you are taking, both indoors and outdoors, as they will naturally be concerned.

# Visits

DfE currently advises against all overseas and domestic visits for children under 18 – see [www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-foreducational-settings.](http://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings)

Its guidance for the full opening of schools in the autumn term of 2020 states that they will then be able to resume non-overnight domestic educational visits. It is not currently known when establishments will be allowed to resume overnight or overseas visits with children under 18.

k Coronavirus

4

When planning a visit, you should take the current government guidance into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to your plans.

Parents and participants may naturally be concerned, so you should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks.

Page

4

of

6

Because of COVID-19, there may be a higher than normal risk of leaders being unable to go on a visit, and so you may need to take this into account when planning the staffing of visits.

If you are planning a visit which involves another group (perhaps a group overseas), such as an exchange visit, or if you are planning to host or work with another group (perhaps an overseas group visiting the UK), you should keep in contact with them and be aware that they might need to change or cancel the arrangement.

If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID-19 with them at the time of booking, and keep in touch with them during the run-up to the visit.

Good

P

ractice folder

You should check that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Some providers may not have had the benefit of the advice and support available to education establishments, and so may not be fully aware of the measures that are expected. You should consider making a preliminary visit to check the measures in place and to discuss any issues with the provider. See document [4.4g “Selecting External Providers and Facilities”.](https://oeapng.info/downloads/download-info/4-4g-selecting-external-providers-and-facilities/)

# Travel

In normal times, using public transport for a visit has many educational, environmental and social benefits. However, the government currently advises that public transport should be avoided if possible.

Where walking or cycling is not possible, dedicated transport (such as a minibus or coach) should therefore be used. The following guidance is taken from the DfE advice for home to school transport.

“Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.

The approach to dedicated transport should align as far as possible with the principles underpinning … the approach being adopted for your school. It is important to consider:

* how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school;

k Coronavirus

4

* use of hand sanitiser upon boarding and/or disembarking;
* additional cleaning of vehicles;
* organised queuing and boarding where possible;
* distancing within vehicles wherever possible;
* the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.”

Page

5

of

6

# Managing the Financial Risks

If you make any bookings or financial commitments, you should clarify how the terms and conditions will apply if you, or the provider, have to cancel, or are prevented from going ahead because of COVID-19 or its effects – for example, due to government guidance or a ‘lockdown’. You should also ensure that parents are clear about any financial consequences of cancellation. See document [3.2i “Contracts and Waivers”.](https://oeapng.info/downloads/download-info/3-2i-contracts-and-waivers/)

If the visit involves any significant financial commitments, such as travel or accommodation, you should discuss the potential effects of COVID-19 with your travel insurance provider. For example, will the insurance cover the cost of cancellation, curtailment or delay due to changes in government guidance or virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling, or due to a ‘lockdown’)? See document [4.4c "Insurance".](https://oeapng.info/downloads/download-info/4-4c-insurance/)

Good

P

ractice folder

The Association of British Insurers has published advice on the travel insurance implications of COVID-19, mainly focused on overseas travel, at: [www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-qa](http://www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-qa)

# Overseas Visits

See also document [7r "Overseas Visits".](https://oeapng.info/downloads/download-info/7r-overseas-visits/)

Current government guidance for educational settings advises against all overseas visits for children under 18. You should monitor the government's foreign travel advice for any country you plan to travel to or through: [www.gov.uk/foreign-traveladvice](https://www.gov.uk/foreign-travel-advice)

Liaise closely with your travel provider about the situation in the country that you are planning to visit and consider the alternatives and options should that visit no longer be able to proceed.

Specific advice for people travelling overseas during the pandemic, and on protecting themselves on their return, is at: [www.gov.uk/guidance/travel-advice-novel-coronavirus](https://www.gov.uk/guidance/travel-advice-novel-coronavirus)

The advice given above about cancellation terms and conditions, and insurance, is particularly important for overseas visits.

k Coronavirus

4

The Association of British Travel Agents (ABTA) has published guidance about travelling overseas at: [www.abta.com/news/coronavirus-outbreak](https://www.abta.com/news/coronavirus-outbreak)

Page

6

of

6



Good

P

ractice folder