



FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

PARKEND PRIMARY & YORKLEY PRIMARY

Educational Visits Policy 2024 - 2026

Ratified: February 2024

Signed by:

Executive
Headteacher

Chair of Governors

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Statement of Intent

The Forest of Dean Community Schools Federation understands that visits and trips can be an effective way of motivating pupils, and they can often offer unique educational experiences which enhance the curriculum.

The federation aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting. No child is disadvantaged by their social or financial background.

Our federation takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members whilst out on educational visits and school trips.

1. Aims and Purposes of Educational Visits

Each school has a strong commitment to the added value of learning outside the classroom and beyond the school premises.

Over the year, both schools will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities includes:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- Team sports competitions / activities / Forest Schools
- Local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups of children that link to curriculum areas
- Residential visits
- Adventurous Activities.

The Federation has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Educational Visit'. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

3. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, away-day trip or residential activity organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an 'adventurous nature' include, but are not limited to, the following:

- Trekking
- Caving
- Water sports
- Climbing

‘Risk Assessment’

The process designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

4. Roles and Responsibilities

The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils’ lives, teaching them life skills and providing new experiences.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and ensuring there is communication information regarding any planned trips to parents.
- Liaising with the Governing Board regarding the organisation of extra-curricular trips and activities.
- Being part of the approval process for extra-curricular trips and activities in particular, trips that are overnight.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The Educational Visits Coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.

- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that the requirements of this policy are carried out across both schools.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents when required.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

5. Approval Procedure – named staff.

Yorkley School - Mrs K.Adams and Mrs C. Chapman are named as the Educational Visits Co-ordinators (EVC)

Parkend School – Mr J.Newman and Mrs T.Wood are named as the Educational Visits Coordinators (EVC)

The EVC's will approve the completed plan and risk assessments for the visit before departure using the eVisit off-site visits online system.

All trips and visits are agreed beforehand by the Executive Head Teacher and/or the Deputy Executive Head.

6. Staffing

The recommended adult to pupil ratio for all trips is:

Reception 1:4

KS1 1:6

KS2 1:10

The Federation recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The Federation values and recognises the contribution of volunteer adults and parent helpers assisting with off-site activities and educational visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, the school will ensure that vetting and DBS screening is available for volunteers.

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/or 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.

7. External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

8. Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school

hours so are a normal part of a child's education at school. However, parents will be informed where their child will be e.g. through letters / newsletters or e-mails.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a face to face briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Parental authority will be requested for pupils to receive emergency treatment when appropriate, including administration of an anaesthetic or blood transfusion. If parents do not agree to this, the school may decide to withdraw the child from the visit.

9. Information about Special/Medical/Dietary Needs

Each school maintains information about special educational, medical and dietary needs of all pupils, which will be referred to by the Visit Leader during the planning of all educational visits and off-site activities. Parents will be reminded to provide up to date information. For residential, further information will be collected.

Where necessary special arrangements will be made and information will be shared with relevant staff and training provided.

10. The Expectations of Pupils, Parents and Staff.

The Federation has a clear code of conduct for school visits based on the school 'Behaviour Policy' and 'Staff Code of Conduct'. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. Alternatively, if appropriate, individual risk assessments will be written and shared with the child and parent to support inclusion.

11. Communication

The Federation will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations).

The office and a member of the Senior Leadership Team (SLT) will be appointed as the emergency contacts for each visit. All major incidents should immediately be relayed to this person(s), 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 contacts, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

12. Review by the Local Authority:

Both Schools are supported in their arrangements for educational visits and off-site activities by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary, either school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be submitted to SHE on eVisit prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

13: Links to other policies:

Links with other policies:

Safeguarding and Child Protection
Health and Safety Policy
Pupil Premium Policy
Charging and Remissions
Confidentiality
Behaviour, Rewards and Sanctions
Disability and Equality
Special Educational Needs and Disabilities
Supporting Pupils with Medical Needs
First Aid