



Campion School

School Visits Policy

Revised: May 2020

Review: September 2021



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Date of policy: May 2020
Date of next review: September 2021

Review to be lead by: Steve Bolsover (Deputy Head & EVC)

Member of staff responsible for overseeing that this policy is implemented and regularly reviewed:

Steve Bolsover (Deputy Head & EVC)
Jassa Panesar (Headteacher)

Signature (Chair of Governors):

A handwritten signature in black ink, appearing to read "Bob Cornish". The signature is fluid and cursive, with a long horizontal stroke at the end.

Signature (Headteacher):

A handwritten signature in black ink, appearing to read "J Panesar". The signature is cursive and includes a period at the end.

Date: May 2020

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1 Introduction

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

There are two other documents that need to be considered alongside this policy and their recommendations are embedded into this policy.

These documents are

OEAP National Guidance: Guidance for the Management of Outdoor learning: Off-site visits and Learning Outside the Classroom. These specify your responsibilities according to your role in school. You can find them at this website: www.oeapng.info/

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy.

Failure to follow these regulations may lead to consequences for insurance and legal liability.

1.2 This policy is linked to the following policies:

- Child Protection and Safeguarding Policy
- Charging and Remuneration Policy

1.3 **The school Educational Visits Co-ordinator (EVC) is Steve Bolsover.** When Steve is not available Peter Forsey is qualified to act as an EVC.

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 Campion 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.

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

4 Gaining approval for a trip

4.1 Trust

As part of their responsibility for the general conduct for the school, the Trust 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 and the Educational Visits Coordinator (EVC) the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

4.2 The Headteacher along with the EVC:

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

- 4.2.3 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 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, approve and audit the following:

Type of Trip	Log with Evolve	Inform Trust	Approval
Overseas	Yes	Yes	formal approval by EVC and Head
Residential	Yes	Yes	formal approval by EVC and Head
Adventurous	Yes	Yes	formal approval by EVC and Head
Day visits including transport	Yes	No	formal approval by EVC
Local Visit	Yes using the Local Area section	No	Formal approval for first time, then verbal approval for subsequent visits to same place.

5 Choosing a provider

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

Approved providers should already be listed on the Evolve site. If they are not listed then measures will need to be taken to check that the provider is suitable and appropriate.

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, Adventuremark, etc.)

If you need any advice then check with the school's EVC.

6 Parental Consent

This policy reflects DfE guidance with particular note when consent is not required.

6.1 The school asks parents and carers to complete an **Activities, Medical Details and Treatment Consent** form, also known as an OSA2 form, at the start of each academic year. This covers day trips during the school day. This **must** have been completed for a child to take part in a school trip.

6.2 Where a trip, during the day, takes place exclusively during school hours and is part of the curriculum then the formal consent of parents and carers is not required. However, parents and carers should be informed of any times their child may be taken off site and any special arrangements that may have been made for them.

6.3 Where a trip, during the day, takes place outside of school hours – such as an early start or a late return then written consent of parents and carers is required. This can be carried out through a signed reply slip attached to a letter.

6.4 Where a trip includes an overnight stay or is going abroad then the parents and carers will need to complete a specific OSA2 form for the visit to give consent. The treatment consent section must be in English **and** an appropriate language for medical staff to check in the country being visited.

7 Visits and staffing

7.01 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.

7.02 It is the responsibility of the Visit Leader to carry out all Risk Assessments/Risk management for the visit, including the needs of any vulnerable pupils.

7.03 There are guidelines for staffing ratios. In general these are 1 to 15, but will be less for riskier trips or trips with a higher percentage of vulnerable pupils. It is good practice for staff accompanying school trips to

include both male and female members of staff, but the underlying principle is to mitigate risk and offer the greatest opportunity to keep children safe.

7.04 There must be a minimum number of two competent adults on each trip. Where the trip is within county and the visit is an organised activity run by other competent and DBS checked adults it may be possible to agree to one member of staff to accompany the group. Permission is more likely to be given if the transport is by school minibus driven by another member of staff. The distance to the venue must allow for a member of staff from the school to attend within 20 minutes in case of emergency. Decisions will be taken on a case by case basis and following a risk assessment of the request.

7.05 There must be at least two members of staff, including the driver, when using the school minibus. The driver cannot be distracted by having the responsibility of directly supervising the students whilst the minibus is in motion.

7.1 Key Requirements for Leaders

7.11 The key requirements for leaders are: they must be **competent** to lead, confident and accountable.

7.12 Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.

7.3 Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

7.2 Visit Leader Training

7.21 All teaching staff must have successfully completed the online training through Nimbl before they can take part in a school trip. A copy of the certificate should be given to the EVC to keep the list up to date. This will need to be refreshed every three years.

7.22 All non-teaching staff have the choice to either complete the online training through Nimbl or to attend a one hour in-house training session before they can take part in a school trip. This must be refreshed every two years. **Non-teaching staff must have completed the Nimbl training to be able to lead a school trip.**

8 The visit

8.1 On the day of the visit

On the day of the trip the Visit Leader should arrange to leave in the school office:

- an amended list of children present and going on visit.
- full list of all the accompanying staff, and where appropriate, the groups of children for which they are responsible.
- the itinerary for the day.
- a copy of the written briefing notes for the accompanying staff.
- meet and check with children to ensure bags, lunchboxes and any equipment are taken.
- take a First Aid Kit, sick bucket, inhalers and other medication e.g. epi-pen and school mobile phone.
- Copies of Emergency/Critical Incident cards given to all accompanying staff.
- where there is a significant possibility of a child being separated or lost from the group all of the children should be given contact details for the Visit Leader so they can get in touch in an emergency.

8.2 During the visit

8.21 There should be a system in place to safeguard young people **at all times**.

8.22 Accompanying staff 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.

8.23 Every member of staff must be given an emergency procedures card. This will have the school's contact and an action plan in case of an emergency.

8.24 Age appropriate responsibility may be given to students once they are at a destination. This may include some students being given the opportunity to go around the destination with close or remote rather than direct supervision. In this situation:

- There must be consideration in the risk assessment of these arrangements.
- Care must be taken when considering remote supervision of vulnerable students, particularly those with learning needs or possible medical intervention.
- The risk assessment should take into account the age and the level of maturity of the students on the trip.
- Parents and cares must be informed of these arrangements.
- There must be a way for the students to communicate with a member of staff in an emergency during any remote supervision.
- Students must not be allowed remote supervision as individuals and must be part of a group.

- It would be best if at least one student in each group has access to a mobile phone so they can summon help from a member of staff in an emergency.
- For the majority of pupils close or remote supervision should only be considered in an enclosed situation such as a museum or theme park. Older children, such as those in the sixth form may be allowed greater freedom if the risks have been considered and assessed as being appropriate.
- Some students in Key Stage 4, for example GCSE Geography students on a fieldwork trip may need remote supervision around a town centre. Risk assessments must be carried out as appropriate to keep children safe.

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

8.3 On return

8.3.1 The Visit Leader is responsible for ensuring that all children are checked off the coach and a member of staff must lead the class either into school or to area of the school grounds where children can be collected by parents/carers or allowed to leave the school site if that is the normal way for the child to go home if the trip arrives back before, or close to, the end of the school day.

8.3.2 It is not expected for children to leave the site without being picked up by a parent/carer where the trip arrives back later in the evening. Staff should have the agreement of parents/carers where this will happen. Common sense and an assessment of the risk should be used, depending on the lateness of the hour, the age of the child, the level of darkness and the distance the child has to walk home.

8.3.3 A minimum of two members of staff must remain with uncollected children until all parents have arrived and all children have departed. If the parents and carers fail to turn up then a member of staff must contact them. If the parents cannot be contacted or cannot pick up their children then the member of staff must call the police.

9 Financing the visit

9.1 Where the school wants to cover the cost of the trip through voluntary contributions or a charge there needs to be an explanation of what the cost or contribution is to cover: transport, admission, insurance etc.

9.2 Where the trip takes place mainly outside the school day, for example an evening theatre trip, then the school can charge for the trip to cover the cost.

9.3 Where the trip takes place mainly, or wholly, during the school day the school can only ask for a voluntary contribution. The wording on the letter must make clear the contribution is voluntary. It can state that the trip may not go ahead if there are not sufficient contributions to cover the trip. It is against the law to stop a child going on a school trip, which takes place mainly during the school day, where the parents refuse to make a contribution.

9.4 Where a trip is described as **essential** for coursework purposes or the curriculum it is against the law to stop a child going on the school trip where the parents refuse to make a contribution.

9.5 Residential trips are more complex. If the residential takes place during school holidays the school can charge in full to cover the costs. Where a residential takes place during term time then the Visit Leader will need to get advice from the EVC.

9.6 Where a trip may be paid for by instalments the payment schedule should be set out clearly in the letter to parents and carers.

9.7 In order to minimise the amount of cash kept on site it is expected that, where possible, payments are made through ParentPay or by cheque.

9.8 Formal approval for the trip from the EVC should be given and from the School Finance Manager must be sought before any deposits to providers are paid.

10 Insurance

10.1 Introduction

10.11 Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [staff, 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.

10.12 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.

10.2 Personal

10.21 The member of staff, 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].

10.22 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.

10.23 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.

10.24 Campion School has travel insurance that covers most school trips. There is a small charge per person per day according to the level of risk to take into account when planning the financial cost of the trip. Specific travel insurance for overseas residential has to be arranged through the school's insurer.

10.3 Insurance Provision

Staff involved with school trips should be aware of the school provision for insurance.

11 Transport

11.1 Transport should only be booked through the school finance team.

11.2 Transport should only be booked through approved companies. The list of these companies can be found on the Evolve system.

11.3 Vehicles must be fitted with seat belts, which pupils must wear for the duration of the trip.

11.4 If a vehicle appears to be unroadworthy once the journey has started then instruct the driver to pull over as soon as it is safe to do so and ask the driver to contact the company to make alternative arrangements.

11.5 Ensure that there are sufficient toilet breaks scheduled on long journeys.

11.6 If a vehicle takes a comfort stop at the services on a motorway or major route then make sure that students leave the vehicle safely and any meeting point at the end of the break should be near the building and not on the carpark or the coach.

11.6 Make sure that all students are counted off the coach and back on to the vehicle. Double check that all students are back on the coach before departing.

12 Emergency / Critical Incident Procedures

12.1 The Visit Leader must have completed the planning for an emergency on the risk assessment.

12.2 The Visit Leader must identify a meeting point where students and staff should try to get to should an emergency arise. This could be the fire points at a venue, or a specific location if the venue is not a single building. Staff should consider that in some critical incidents the phone system may be shut down.

12.3 The Visit Leader must carry a copy of the school's Critical Incident Form with emergency telephone contacts and an action plan should an incident happen. This sets out the steps to take and the order that they need to be taken.

12.4 On return the Visit Leader must comply with the school's normal accident reporting procedure.

13 Monitoring and Evaluation

13.1 After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. This is done through the Evolve system and should be carried out by the Visit Leader after consultation with the staff and students on the visit. This applies to day trips as well as residential.

13.2 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.

13.3 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.

13.4 Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

14 Local Area Visits

14.1 Extended Learning Locality

14.1.1 Some visits can be organised through the Local Area Visits procedure.

14.2.2 The Local Area Visits arrangement can only be used where the trip takes place during normal school hours. Fixtures can take place outside of normal

school hours, but parents must have been informed of the nature, destination and timings of the trip.

14.1.3 There are two conditions for a visit to be organised this way:

- The trip must be to a venue or site within the local area. The venues covered under this condition are listed later in this section. If the venue is not listed then seek the advice of the EVC to see if the suggested venue is suitable to be included.
- The trip is part of a regular series of visits to other schools within the area, such as fixtures for a sports team or a chess team.

14.2 Definition of the Local Area

14.2.1 In order to be considered within the local area a venue it must be possible to walk to the venue in less than 20 minutes. It is not a requirement that students must be walking to the venue.

14.2.2 The list of venues which are within the local area are:

- Asda
- Edmonscote Athletics Track
- Feeder primary schools in Brunswick, Sydenham and Whitnash
- Jephson Gardens
- Leamington Museum and Art Gallery
- Leamington Library
- Newbold Comyn Leisure Centre
- Saint Mary's Church
- Sydni Centre
- Whitnash Golf Club
- Whitnash Library

14.2.3 Schools within Warwickshire schools Central Area are considered part of the local area for PE fixtures and similar activities.

14.2.3 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 using without completing the full Evolve process providing that they follow the operating procedure set out below.

14.3 Operating Procedure for Extended Learning Locality

14.3.1 There must be a risk assessment in place for the trip. Once this has been completed it can be used each time the trip is repeated, unless there are significant changes that need to be made.

14.3.2 The Local Area section of Evolve must have been completed for the first time the visit or fixture has been organised. This must include the risk assessment as an attachment. There is no need to complete the register online as you will hand in a copy to the school office as you sign out.

14.3.3 Subsequent trips should be logged on the Local Area section of Evolve in the same way.

14.3.4 In a local area visit the main risks are likely to be:

- Crossing the road, particularly either side of the roundabout at the entrance to the school on Sydenham Drive.
- Interaction with members of the public whilst walking and at the venue.
- Using public toilets and washrooms to which the general public have access.
- Interaction with animals such as stray dogs or wildlife.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions: inclement weather or sun.
- Activity specific issues when doing environmental fieldwork.
- Parts of the local area that attract drug users or antisocial behaviour: Redland Park, Eagle Recreation Park.

14.3.5 These are managed by a combination of the following:

Relating to the school

1. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC. Competent means that they have completed the appropriate training.
2. **Extended Learning Locality** is mentioned to all new parents when their child joins the school.

Relating to the Visit Leader

1. The EVC must give verbal approval for the trip before a group leaves.
2. The Visit Leader is responsible for signing out of the school. Staff will complete the Extended Learning Locality signing out book and deposit a list of all pupils and staff with the school office with an estimated time of return.

Relating to the staff

1. Staff are familiar with the area, including any 'no go areas', and have appropriate management techniques.
2. There must be a minimum of two competent adults on the visit.
3. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.

4. A school mobile is taken with each group and the office have a note of the number.
5. Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Relating to students

1. Students have been reminded to be responsible when crossing roads.
2. Pupils are fully briefed on what to do if they become separated from the group.
3. All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
4. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.