



Aldbrough Primary School

Educational Visits Policy

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as “educational visits”.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- Local visits, walks around the village, visits to local secondary schools and primary schools, sporting events throughout pupils’ time at Aldbrough.
- Day visits to extend or enrich the curriculum usually take place at least once a year in each year group.
- We currently run two residential visits during Key Stage 2: to PGL and/or Derbyshire

Residential Visits: - In order to ensure safeguarding procedures are adhered to the group leader will make appropriate arrangements when allocating staff rooms and duties to ensure that neither pupils nor staff members are put in a position where they would feel uncomfortable or compromised. Any medical or personal hygiene issues that cannot be dealt with by the child themselves should be completed with another person present, wherever possible.

Compliance

The school’s policy is to comply with the LA’s Educational Visit Code of Practice and Safety Guidelines. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health, Safety and Welfare policy statement
- Charging policy
- Equal Opportunities/Inclusion/SEN

- Child Protection policy

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA Educational Code of Practice and Visits Guidelines are accessible via the LA Educational Visits webpage http://www.eriding.net/educ_visits/index.shtml and also via EVOLVE Online

<https://www.eastriding.gov.uk/eforms> (username/password required from the Educational Visits Coordinator). Hard copies of these documents can be accessed in the following locations within school:

- School office
- Head's office

Roles and responsibilities (for details see LA Educational Visits Code of Practice)

The Headteacher, has overall responsibility for all the school's educational visits.

If the Headteacher is absent or unavailable, one of the assistant headteachers, will act as the appointed deputy, and fulfill the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is SBM and Assistant Head

- The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits and will attend refresher/update training at least every 3 years.
- The EVC role has admin support provided by school office staff – this role involves sending out parent letters/obtaining medical details and consent forms.
- The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of residential/overseas/high risk visits is Chair and Vice Chair
- The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.
- The LA Educational Visits and Outdoor Learning Consultant is Clare Johnson (tel 01482 392417 email clare.johnson@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits and Outdoor Learning Consultant
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is added to EVOLVE and maintained by the EVC and stored in the school office.

The school ensures the following training opportunities with regard to Ed. Visits are made available:

- Training for Headteachers LA Training completed

- Training for EVC (including update courses every 3 years)
- Training for Visit Organisers and Group Leaders prior to visit in house.
- Training for NQTs and new staff LA Training completed in first year.
- Training for TAs given by Teachers prior to the visit.

Monitoring

To assure quality of standards on educational visits...

- The school's Headteacher and the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures
- Recommendations are noted in visit files and actioned on subsequent visits.

The following should be read in conjunction with the corresponding chapters in the LA Educational Visits Guidelines, and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

- ***In-house form (to be collected from office/EVC)***
- ***LA Day Visits form (to be collected from office)***

Category 1 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 1 visits should be submitted for approval:

- at least 2 weeks in advance of the first of a series of visits.

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

- In-house form (to be collected from office/EVC)
- LA Day Visits form (to be collected from office/EVC)

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

- In addition, the Governing Body are informed of visits that will take/have taken place

Category 2 visits should be submitted for approval:

- at least 2 weeks in advance of the first of a series of visits.

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using EVOLVE Online (see EVC to request username/password)

Category 3 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

Category 3 visits should be submitted for approval:

- at the beginning of the academic year / at least 6 weeks in advance of the first of the visit.

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE Online (see EVC to request username/password)

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

Category 4 visits should be submitted for approval:

- at the beginning of the academic year prior to the visit taking place.
- For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life.

e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A

a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A

All Sub Category “A” visits should be recorded using EVOLVE Online (see EVC to request username/password)

All Sub Category “A” visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits and Outdoor Learning Consultant

All Sub Category “A” visits should be submitted for approval:

- at the beginning of the academic year where possible and at least 6 weeks in advance of the visit
- For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

All staff who lead visits are required to meet with the school EVC to input information and assurances on EVOLVE Online.

1. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

- An Educational visit to Northumberland to cover a range of different curriculum areas including historical knowledge and skills, creative writing stimulus, environmental learning and teambuilding skills.

1. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- Exclusion of a pupil from a visit would only be considered in extreme circumstances with extra staffing, use of senior managers or use of staff car to return to school if necessary being the preferred options.
- Every effort is made for the inclusion of all those with special/medical needs, These may include tailoring transport arrangements, extra staffing, small nurture groups for residential visits. Etc.
- Staff are excluded from accompanying a residential visit if their child is included on that visit.
- List of pupils and contact details are taken on residential visits and a copy is left in school. For day visits an accurate up to date list of participants is left in school.

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role.

- Deputy Leaders should normally have been Assistant Leaders on similar visits.
- Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits.
- Any specific levels of competence/experience required by the school e.g. Knowledge and training in Outdoor and adventurous activities.

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary.

Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader. This should include very good behaviour management and organisational skills. An eagerness to participate in the visit and an excellent ability to work effectively with colleagues.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

- No member of staff will accompany a residential visit if their child is on a visit?

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

- Teaching assistants and lunchtime supervisors are regularly asked to accompany visits as they have a good working knowledge of the pupils and school procedures.
- Sports coaches are used through the Sports Partnership and other external providers, all have current DBSs
- Parents and volunteers are required to have a DBS before working in school and supporting visits. They are monitored by the class teacher for suitability on an ongoing basis. Any concerns are raised with SLT.
- First aider provision all teachers have their first aid and Safeguarding training renewed every 3 years

- Educational Visit first aider training undertaken by Visit Leaders to be renewed as necessary.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

The LA Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process.

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong.

For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances.

Particular consideration should be given to staffing levels required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

- staffing ratios reflect the nature of the off site visit and pupil numbers. In some exceptional cases with parental consent these are one to one with pupils developing their life skills
- In general Key Stage 1 pupils work on a ratio of 1:8 Key stage 2 1:10
- On residential visits both male and female staff are included in the staffing establishment for mixed groups
- Visits that involve adventurous/high risk activities, are supported by specifically trained coaching staff, generally based at the venue.

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”.

However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

- All accommodation is checked prior to a visit through an inspection visit when a venue or leader changes.
- Staff are accommodated in separate rooms within the vicinity of the pupils, ideally in adjacent rooms. There is however a separation of staff and pupils within rooms. Staff are accommodated in pairs wherever possible so that there are always two members of staff to deal with a child in a vulnerable situation e.g. night walking.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability.

All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE and approved by the EVC, Headteacher, Governors, and Local Authority.

Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- on the EVOLVE online database
- and additional hard copies of information in the Educational Visits file

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

- Records are kept of staff qualifications, training and leadership experience are kept on hard copy in the EV file.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

A set of written generic risk assessments and a blank specific visit form is available on the Local Authority’s Educational Visits website http://www.eriding.net/educ_visits/index.shtml and a link to this site is also available via EVOLVE Online.

- All relevant generic risk assessment forms are reviewed, amended, and agreed at the start of each academic year by all relevant staff (day visit risk assessment by all the
- teaching staff)
- These generic forms are stored in a clearly marked file (EV Risk Assessments) in the office, and staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.
- New leaders/volunteers are asked to read all relevant forms and add their signed agreement before assisting with the leadership of a visit.
- An additional specific visit risk assessment should be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit.

10. Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

- The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved)

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

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- School bank accounts are in place for residential visits.
- Signatures for expenditure are common to the regular visit leaders.

Charging arrangements (for more details see school charging policy)

For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

The school will not charge for:

- any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Where it is not permissible to charge parents, any subsidy will come from:

The main school budget agreed by governors, see Charging Policy

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

- Please see Charging and Remissions policy

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met.

Leaders should refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

- Generic risk assessments will be used where appropriate with venue specific assessments being undertaken to compliment these.
- Coach/bus hire will be pre arranged and be in line with LA recommendations.
- Members of staff should be seated at various points in the bus as necessary to ensure appropriate behaviour. Mobile Phones are not allowed on school visits. Pupils counted on and off bus with sweep of vehicle at stopping points.
- Emergency arrangements – e.g. vehicle breakdown /accident. Advice to be taken from emergency contact in relationship to where the break down has occurred. If necessary pupils supervised in groups to leave the vehicle and wait for alternative transport.
- Seat belts to be used and checked on all journeys including double decker busses when hired for visits. When using public transport pupils to remain seated while the vehicle is moving.
- When using parent or staff cars pupils below 135cm must use a booster seat.
- Unless arranged with parents in separate situation all pupil visits will end at the school site with pupils being collected from site by parents/ carers

The school hires coaches/buses from:

- Companies that have already been checked and approved by the Council's Transport Services team.

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach.
- carry a first aid kit and a mobile phone to contact school /emergency services/venues if necessary

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- assess and decide if the driver is suitably qualified, experienced and competent;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- carry out suitable Child Protection checks where drivers are used on a regular basis (Council policy requires all drivers carrying young people to be CRB cleared);
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)

- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- Have business insurance
- Be assessed as competent and suitable by the headteacher (using the Driver validation form)

For visits that require the use of parents' cars. Drivers must:

- Be assessed as competent and suitable by the headteacher (using the Driver validation form)
- Sign to say their car is roadworthy, taxed and insured.
- Be part of a recorded pool of drivers who have been approved?

13. Parent information and consent

- The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.
- Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity.
- There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.
- Any special /medical needs of pupils are collated by Mrs Walker and supervising staff are briefed and trained accordingly.
- Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.
- Medical information and consent forms can be obtained from the school office.
- Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.
- The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

School specific policy regarding parent information and consent, in particular:

- Informing parents - parent letters for sports fixtures.
- Informing parents – meetings are held before each residential visit.
- Parental consent – blanket for consent is given for local visits throughout the pupils time at Aldbrough School. On all other visits using transport are specific consent is required.
- Medical information is gathered before each visit to ensure information regarding special/medical needs is kept up to date.
- Staff are informed of medical/special needs which relates to the safety of the child on that visit.
- Parental consent – medication inc. use of plasters and off-the-shelf medication is sought on all residential visits as blanket cover.
- Up to date parent contact details are requested before each residential visit.
- Parents are informed of late returns to school by school Comms text or email contact. Parents are informed of incidents involving their child by phone as soon after the incident as possible.

14. Staff briefing and emergency procedures

- It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.
- Staff should be aware of their expected roles and responsibilities before, during and after a visit.
- Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.
- Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.
- The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit.
- A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school office.
- All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

School policy regarding staff briefing and emergency arrangements, in particular:

- Teacher in charge will contact school in the event of an emergency. Where ever possible the parent will meet the child on the visit or at the appropriate hospital. A second teacher from the school will meet the visit to ensure ratios are maintained.
- On residential visits emergency home contacts are carried with the group at all times. On other visits school will be contacted and emergency contact made from school.
- Staff should maintain contact with school by personal mobile phones.
- Mobile phones for pupils – only on residential visits and centrally stored.
- First aid equipment – is maintained by Julie Lilley, resource manager.
- Staff are expected to maintain professional conduct at all times on visits. Relaxation time is expected on residential visits but overall responsibility for pupils remains with the Visit leader at all times.

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

“Buddy systems” are an effective means of promoting safety and welfare within the group.

During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.

It is good practice to teach pupils how to recognise dangers and manage risks sensibly.

School policy regarding the briefing and preparation of young people, in particular:

- All pupils are reminded of the need for good behaviour immediately prior to a visit and this is reviewed with Senior teacher immediately following any visit.
- Discipline and consequences of non-compliance are made explicit.

- Use of mobile phones is only allowed at specified times on residential visits
- On residential visits pupils are responsible for their bus buddy when leaving the bus during journey breaks.
- Special/medical needs information is shared with accompanying adults where necessary for pupil safety and wellbeing.
- Personal medication – is centrally stored and administered on residential and where necessary on day visits with the exception of asthma inhalers which are kept on their person by Key Stage 2 pupils
- School uniform tops will be worn on most visits although costumes are worn for experiential learning visits. On local visits where pupils are walking longer distances fluorescent jackets will be worn.
- Emergency contact details are carried at all times on residential visits. On other visits contact is made through school in the first instance.

16. Documentation (and visit records)

The EVOLVE database will store key elements of Category 3, 4 and “A” visit details securely and indefinitely. Other visit details are stored in the school files. Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school’s central “Educational Visits” file This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully.

If no significant incidents occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21.

School specific policy regarding documentation and visit records, in particular:

- Records of residential visits are stored (EVOLVE)
- Records are kept (for 6 years unless there is a serious incident and then until the pupils are 21)
- The decision regarding the removal of visit records lies with the headteacher

17. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using the Day Visit form provided by the LA.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Governors/ Headteacher/ LA, using EVOLVE online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Governors/Headteacher/LA using EVOLVE Online
The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by the Governing Body as a whole.

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) – not required however governors are informed of visits.

For high-risk day visits (Cat 1A and 2A) – email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits. A hard copy of the visit form is given to and signed by the Chair of Governors.

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits. A hard copy of the visit form is given to and signed by the Chair of Governors.

18. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) –By signed hard copy.

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)

If a visit is not approved or only given “Outline Approval” by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given.

There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For low risk day visits (Cat 1 and 2) –By notifying in writing to EVC and Headteacher.

For all visits recorded on EVOLVE, there is a clear procedure for recording minor amendments that do not need further approval in 19.1 “Late Minor amendments”. For significant amendments that require further consideration and approval, the ROVER system requires visit organisers to access section 19 (by clicking “Amend” in right hand column of visit summary in “View All Visits”) and superseding the original submitted form by clicking on 19.2 “Significant Amendments” to create an unlocked version of the form that will need resubmitting after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn’t). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit Organisers should take

copies of the Accident Incident FORM (AIF) and the Accident Incident Investigation Form(AIIF). Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures.

Post visit reviews and accident/near misses records are reviewed *regularly* by the *Headteacher and Governors*. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.