

# Educational Visits Policy



*Learning together in a changing  
world, creating success for all.*

# Trinity Fields is a Rights Respecting School, a Healthy School and an Inclusive School.

This policy should be read in conjunction with our pupil friendly and adult version of our “**Shared Values and Aims**”.

## Trinity Fields is a Rights Respecting School

Trinity Fields is a Rights Respecting School and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work.

Trinity Fields is a school where pupils are at the heart of everything we do. As part of our aim to promote a happy and successful school we have successfully been awarded UNICEF’s “**Rights Respecting School Award**” (January 2017).

The ‘Rights Respecting School’ Award (RRSA) helps our pupils become more confident, caring and as independent as possible both in school and within the wider community. By learning about their rights our pupils, your children, also learn about the importance of respecting the rights of others, that is, their responsibilities.

Our pupils are encouraged wherever possible to reflect on how their behaviour and actions affect those around them, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and around the school site.

Refer to pupil friendly “**Pupil Participation**” policy and our whole school “**Pupil Participation**” policy for further details.

## Trinity Fields is a Healthy School

We are also a Healthy School and we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives and enabling both pupils and staff to take control over aspects of the school environment which influence their health.

Refer to “**Health and Well-being for Pupils**” policy and our whole school “**Health and Well-being**” policy for further details.

## Trinity Fields is an Inclusive School (IQM Flagship School status)

We have demonstrated through national annual assessment that we have the capacity to play a strong leadership role in developing inclusion best practice across a network of schools; as well as being committed to extending those networks and publish classroom-based research.

Refer to “**Inclusion**” policy and to **IQM assessment reports** for further details.

### Mission statement

We are committed to providing a full, individualised and highly effective education for all of our pupils irrespective of their ages, ability and needs. We are fully committed to equal opportunities for all.

We will provide an environment where all pupils feel valued, safe and welcomed. We are also committed to the fundamental principle that early intervention and partnership working with parents/carers is crucial in ensuring the attendance, protection and well-being of our pupils. We follow the All Wales Child Protection Procedures (AWCPP) and local protocols in relation to specific and identifiable welfare issues that prevent a pupil from accessing education, or where there are safeguarding concerns.

Trinity Fields follows the Local Authority procedures for the planning, approval and monitoring of educational visits by using the EVOLVE on line visit planning and approval system [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk) for all visits run by school staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk) and follow the procedures set out in this policy.

This policy should also be read in conjunction with the “**Charging and Remissions**” Policy.

***“School trips are an essential part of every child's education and by not finding a way to make them happen we are failing in our duty to prepare them for life”***

HSE Chair, Judith Hackitt (2015)

Educational visits offer an invaluable opportunity to enrich pupils’ learning, raising their self-esteem, increasing their motivation, and raise levels of achievement in many aspects of their life.

Learning out of the classroom is a strong theme that runs through all phases of education in Wales. Trinity Fields School has a strong and continuing commitment to offering an exciting and enjoyable range of educational visits for our pupils to extend and generalise a wide range of skills.

It is important that pupils are progressively introduced to carefully managed risks without being exposed to significant dangers. Educational visits can range from a short excursion to a local park or library, to a wide variety of outdoor and adventurous activities.

This document sets out the planning and approval procedures which will ensure that staff plan and deliver high quality and safe off site visits. By adopting nationally agreed procedures this will ensure staff will be following best practice and in doing so will be supported by the local authority should an accident occur.

Staff who organise and engage in education visits with pupils show dedication, commitment and enthusiasm. It is through this work that children and young people have additional opportunities to experience challenging and new activities in the local community and further afield, and enable them to develop important life skills across a range of settings.

## Summary of procedures

All educational establishments in Caerphilly County Borough Council follow the standards set out in the All Wales Guidance for Educational Visits published by the Welsh Assembly Government.

All schools must have a named Educational Visits Coordinator (EVC), and any EVC queries relating to these procedures should be directed to the appropriate officers as follows:

- LA leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventurous activities: Outdoor Education Officer – Dave Goulding.
- Accidents, incidents and general advice relating to Health and Safety: Health and Safety Officer, CCBC.

## Process

The aims and purpose of the educational visit must be clearly stated on the initial educational visit proposal, which is uploaded to EVOLVE, along with the following information:

- Risk assessment (completed) (**Appendix 1**)
- Educational visit proposal (**Appendix 2**)
- Identification of driver, named first aider, and staff trained to give relevant medication or feeds to the pupils attending
- Associated costs
- Pupil supervision identified
- Letter of consent to parents (**Appendix 3**)
- Additional information e.g. feeding programmes

The EVC will then read all the documentation, and authorise the visit, or request LA approval, depending on the nature of the visit.

On the day of the visit, it is the responsibility of the visit leader to ensure that all items needed for the visit are prepared, using the Educational Visit checklist (**Appendix 4**) as a guide.

The leader must also take:

- Educational visit essential information of every pupil, healthcare plans and emergency contact details of any supply staff accompanying the group.
- Headcount sheet.
- A copy of the risk assessment which has been read and signed by every member of staff accompanying the visit, showing that they have read and understood their responsibilities.

On leaving the building, the visit leader will sign the class out in the 'trips out' book, leaving contact mobile number.

In the case of the return to school being delayed for any reason, the visit leader will contact school to inform them, and arrangements will be made to contact parents/carers. A member of the Senior Leadership Team will wait at school until all children have been safely returned home.

### Staff training

All staff will receive training on Educational Visits as part of their Induction Programme. Regular update training will be given on using EVOLVE and writing risk assessments.

### Approval and notification system for all visits

All visits must be approved by the Headteacher or the EVC and a record of the visit kept as set out in 'Record Keeping' section of this policy. At Trinity Fields the EVOLVE system is used as advised by CCBC.

The EVOLVE system allows regular, repeated visits to be planned and approved.

Type of visit	Approval/ notification required
<ul style="list-style-type: none"><li>• Residential</li><li>• Visits abroad</li><li>• Demanding environments (see table below)</li><li>• Adventure activities</li></ul>	Visit planned and approved using the EVOLVE system <a href="http://caerphillyvisits.org.uk">caerphillyvisits.org.uk</a> <b>at least 28 days before visit.</b>  Visits staffed by CCBC's Outdoor education team do not require approval using EVOLVE but should still be logged on EVOLVE.
Overseas expedition organised through an independent provider	Visit planned and approved using the EVOLVE system <a href="http://caerphillyvisits.org.uk">caerphillyvisits.org.uk</a> before booking the visit. LA Approval is in two stages: <ul style="list-style-type: none"><li>• Initial approval before booking.</li><li>• Final approval at least 8 weeks before the visit.</li></ul>
Duke of Edinburgh Award Expedition	Visit planned and approved by DofE development officer. Visit details should still be logged on EVOLVE.
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.  All educational visits will be planned and approved using the EVOLVE

system [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk)

This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG guidance).

The EVOLVE system allows regular, repeated visits to be planned and approved.

### Definition of Demanding Environments

Location	Definition	Level of approval required
Normal Countryside	<p>Areas:</p> <ul style="list-style-type: none"><li>• which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) <b>and</b></li><li>• where the environment does not have any of the features of a 'demanding environment' listed below.</li></ul>	Visits here <b>do not</b> require LA approval
Demanding Environments	<p>Areas where there is significant risk to the group from <b>one or more</b> of the following factors:</p> <ul style="list-style-type: none"><li>• hazardous terrain (e.g. cliffs, very steep slopes etc.)</li><li>• remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated);</li><li>• difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape);</li><li>• exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group);</li><li>• open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility;</li><li>• fast flowing water, deep water, or water with strong currents (including tidal flow) <b>where:</b><ul style="list-style-type: none"><li>➤ the group will be close to the water <b>and</b> there is a significant risk of someone falling in;</li><li>➤ the group will be entering the water.</li></ul></li></ul>	Visits here <b>do</b> require LA approval ( except activities run by the Caerphilly outdoor education service)

### Using an independent provider- pre-booking checks

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit and offer good value for money. Remember that there is no substitute for first-hand, up to date information. This level of

pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than CCBC's own Outdoor Education service please apply the following guidance **before signing any booking form or contract**:

Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk)) and check that this has been satisfactorily completed by the provider **before booking**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your Outdoor Education Adviser.

**Special arrangements for Overseas expeditions** (*i.e. expeditions to developing countries involving trekking or other adventure activities*).

Initial LA approval must be obtained before booking using EVOLVE [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk). Final LA approval for the expedition must be obtained at least 12 weeks before the expedition start date using EVOLVE. All relevant documentation must be attached to the visit form

### **Special arrangements for DofE Award Groups**

Any member of staff planning a DofE Award expedition/ activity must first contact the LA DofE Award Officer (Bob Keep) before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and CCBC.

### **LA approval decisions for visits**

Confirmation of the approval decision for a visit will be given via the EVOLVE system. Visits that require LA approval must not proceed until this approval has been given. Visits that require delegated approval must not proceed until the visit leader has received confirmation that the visit application has been authorised by the EVC.

### **Record Keeping**

The EVOLVE system acts as a record for any visit planned and approved on the system. School therefore will retain the following details for any particular visit:

- List of participants.
- Parental/carer consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported).
- Where an accident or incident has been reported the school should retain the parental consent form for the pupil(s)/young person(s) involved.

- If there has been an accident/incident on a visit, school must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). School therefore does not need to retain records of accident/incidents reported to the LA. If a visit leader or school receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, school should archive in the school records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training.

This information should be kept for 5 years after which it may be destroyed.

## **Monitoring**

### **Internal monitoring by the Headteacher/EVC**

The Headteacher/EVC will monitor visit leaders to ensure compliance with school/establishment policy. Monitoring by the Head/EVC will include:

- scrutiny of standards of visit planning and organisation as part of the visit approval process
- occasional observation of visit leadership

Following any observation of visit it is good practice to provide the visit leader with verbal and written feedback and recommendations for further training if necessary. A copy of the observation report should be given to the visit leader and another copy kept on file by the school.

Prior to any new member of staff leading an educational visit, their first visit will be closely supervised and monitored by a Senior Leader, from the initial planning stages through to accompanying the visit, and evaluating the visit with the class teacher.

### **Monitoring by the LA**

The Outdoor Adviser will monitor schools/centres to ensure compliance with LA guidance by all educational establishments. The Outdoor Adviser will contact EVCs to notify them of an upcoming monitoring visit.

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for offsite visit organisation and leadership and to identify further training needs for visit leaders and/ or EVCs.

## Parent/Carer Consent

Informed consent from the parent or carer will be obtained for all visits. If parents or carers withhold their consent then the pupil must not be taken on the visit, and the curricular aims of the visit should be delivered to the young person in some other way wherever possible.

No pupil will be prevented from participating in an educational visit because of physical, medical or behavioural needs unless the parent has specifically requested this. On the day of the visit, if the Head feels that due to unsettled behaviour, to continue with the visit would be unsafe for the pupil, then either the visit will be postponed or a discussion will take place with the pupil's parents/carers.

## Emergencies during the visit

All foreseeable risks for each educational visit are identified and documented on the risk assessment prior to the visit being authorised.

However, in the event of an unexpected emergency the Emergency action flowchart for visit leaders will be followed (**Appendix 6**) and school will follow the Emergency action flowchart for base (**Appendix 7**).

School staff will not speak to the media, and will direct all enquiries to the LA press officer (01443 875500).

## Guidance documents relating to Educational Visits and Outdoor Learning

- All Wales Child Protection Procedures;
- All Wales Guidance for Educational Visits (Welsh assembly Government)
- Keeping Learners safe;
- Welsh Government guidance document 203/2016 Inclusion and Pupil Support;
- Welsh Government guidance document 215/2017: Supporting learners with healthcare needs;
- High Quality Outdoor Education (OEAP) 2015

## Policy review

Responsibility for the success of our work-life balance strategy lies with the Governing Body and with each employee. In light of the ongoing and rapid developments within Welsh education this policy will be reviewed on a regular basis to ensure that it reflects current legislation and best practice.

<b>Signed</b>		<b>Headteacher</b>
<b>Signed</b>		<b>Chair of Governors</b>
<b>Date of review: Autumn 2020</b>		

As a Rights Respecting School we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC).

This policy enables our pupils to access and enjoy the following articles of the convention:

**Article 12:** Every child has the right to be heard.

**Article 28:** Every child has the right to an education.

**Article 29:** Education must develop every child's personality, talents and abilities to the full.

**Article 42:** Every child has the right to know their rights.

## List of Appendices

**Appendix 1 Sample risk assessment**

**Appendix 2 Educational visit proposal**

**Appendix 3 Sample consent letter**

**Appendix 4 Educational visit checklist**

**Appendix 5 Headcount sheet**

**Appendix 6 Emergency action flowchart (visit leader)**

**Appendix 7 Emergency action flowchart (school)**

**Appendix 8 Local Authority guidance on educational visits**