

Educational Visits Policy (including Local Learning Area)



Amington Heath Primary School and Nursery

Written on: 14/3/25

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1. Introduction

Amington Heath Primary School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's **Educational Visits Policy** and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <https://oeapng.info/>)

This document has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

The Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training (must be refreshed every 3 years) and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance
- To ensure that staff are well-trained in the planning, risk assessment and carrying out of Educational Visits.

The designated EVC for Amington Heath Primary School is **Charlotte Wetton**.

The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary. All staff must be accompanied by a member of SLT on their first trip as a visit lead. All staff have a delegated Deputy lead for school visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies. A second emergency contact will also be identified.

All visits are processed for risk assessment through a two factor process where the EVC checks the requirements followed by head teacher approval.

Residential or adventurous activities risk assessments must also be submitted for approval from the LEA/Entrust. This takes into account the updated list of adventurous activities from Entrust published 2023.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher or EVC to plan a visit through a trip proposal (Appendix2). Once granted, complete a pre-visit and risk assessment. They should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. At the planning and risk assessment stage, it might be appropriate to hold a planning meeting to inform these. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

The full process for trip planning and risk assessment are detailed in Appendix 1.

Guidance from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for Guidance. This is now completed both before and after head level of authorisation.

Visit forms should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used, it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M. Details of this and the school's own insurance are detailed within the evolve process.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. They may also have a block EVOLVE risk assessment if this has been clearly identified and staff and pupils do not change. Where they change, a note should be added.

All local area visits falls under the sub-section of this policy under – 'Local Visits'. This covers all visits within the immediate area of the school and how these can be taken safely to enhance the opportunities for pupils further. Evolve has a separate module for the logging of such visits.

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

4. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Amington Heath Primary School follows a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Amington Heath Primary School staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage staff from making full use of educational visit learning opportunities. This can be informed through a pre-visit and a planning meeting where required.

Effective supervision – There are no set ratios prescribed in statutory guidance and instead a **SAGED** approach is applied to consider the number of staff needed.

Staff team can effectively manage
Activities proposed
Group going
Environment
Distance from base

Our general circa ratios of 1:2 2 year olds/ 1:4 3 year olds/ 1:6 Reception/ 1:10 Ks1/ 1:15 KS2 are used as a starting point to consider the **SAGED** assessment of the trip and need for effective supervision.

5. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency. A secondary emergency contact will also be identified at the risk assessment stage. Appendix 3 clearly indicates all information which should be carried by each accompanying adult and emergency contact.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon

as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature, then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances, the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious, to contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication. Under no circumstances should these numbers be given to young people or to their parents or guardians.

6. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's Accident policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

7. Children with Medical Conditions/Needs

Reference should be made to the 'Supporting Pupils at School with Medical Conditions' policy. Further information can also be accessed from the Health and Safety Executive ("Guidance on School Trips").

All known medical should be clearly indicated on the risk assessment and accompanying staff made fully aware of this. Any care plans should be taken with the visit lead. A first aider should be named on the risk assessment and a kit carried at all times.

8. Local Area Visits

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

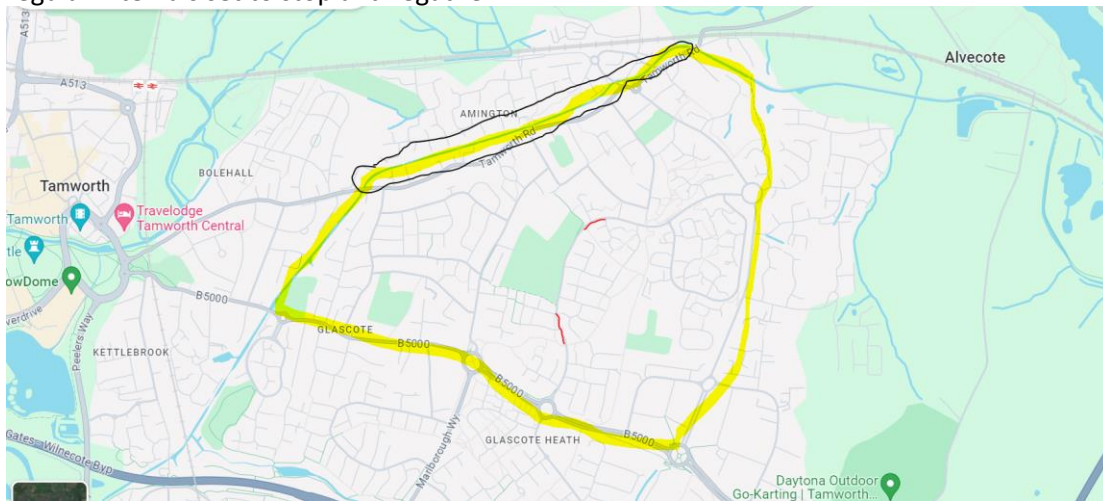
These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. Parents are informed of the visit by school ping.

- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The area within the yellow markings show the 'Local learning area' surrounding Amington Heath Primary School and is covered by the local area visits section of this policy. The red indicates a no-go area as there are no foot paths – alternative routes should be planned making use of the underpasses and pedestrian walkways. All routes planned should take the minimum number of roads to be crossed and make use of zebra, pelican and traffic light crossings where possible. The circled area in black contains the tow path of the canal. This means that all measures should be taken to minimise the risk of open water. Children should walk in single file away from the edge and with staff located along the tow path. Regular head counts should be completed and regular intervals set to stop and regroup.



Some frequently visited locations include Landau Forte Amington, St Editha's Amington Church and the grassed/pedestrian area directly behind school/Quince up to Foxglove. However, any route can be planned within the Local Learning Area to meet the objectives of the experience. E.g. Post a letter, go to the shop or local area study.

In some exceptional circumstances, the route may extend beyond this area. If this were the case the destination and route would be shared with the Headteacher and EVC for approval and parents for information. One such example of this is during year 5's Basecamp experience where they walk to the canal.

Transport in the local Learning Area

All transport for a local area visit will be via walking or Bicycle (e.g. Bikeability led by external provision). Any visit requiring alternative transportation will revert to the educational visit practices outlined in the rest of this policy.

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Members of the public/animals
- Uneven surfaces
- Ensuring adequate supervision
- Weather conditions
- Activity specific issues with field work (nettles, brambles, rubbish etc)

- Areas of no footpaths (identified as no-go areas)

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves. The staff must make the office aware they are leaving school site along with the number of pupils and staff.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office. All staff are accompanied on their first Local Learning Area visit by a member of SLT.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the Welcome pack.
- The same ratios apply as for any school visit and can be found previously in the policy under the SAGED section. There will normally be 2 as a minimum – sports fixture are an exception to this where parents are arranging transport and may have just one member in attendance.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques. Staff have received training in road crossing and effective local area walk supervision.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This will be based on age and the route of the walk.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- Every member of staff takes a mobile is taken with them and the office and emergency contacts have a note of the numbers.
- Two emergency contact details for school staff are also taken in line with the rest of our education visits policy.
- Appropriate personal protective equipment is taken when needed (eg gloves,)
- When crossing Kerria road, the Zebra crossing by Spar should be used.
- When crossing Woodlands road, the traffic lights by Landau Forte Amington should be used.
- When crossing Mercian way, the traffic lights should be used.
- When planning a route, the staff should consider use of the pedestrian walkways and underpasses to minimise the number of roads crossed.
- Throughout any walk, regular head counts will be completed. Each member of staff will be allocated a section of the line whom they count and raise their hand once counted to signal 'all here', this is then double checked by the visit lead. Regular waiting points are used to ensure the group remain together.

First aid policy for Local Learning Area

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient. All groups will take with them a first aid kit, medical items based on care plans and mobile phones. All incidents will be recorded as per usual school procedures.

Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits. This is recorded in the EVC monitoring log.

Amendments 14/1/22

P1	Covid amendment
P2	Addition of EVC responsibility – To ensure that staff are well-trained in the planning, risk assessment and carrying out of Educational Visits. Leading visits addition All staff have a delegated Deputy lead for school visits. EVC training Must be refreshed every three years
P3	Addition of using a trip proposal form Change of word from approval from LA to guidance from LA in our case Entrust.
P4	Effective supervision – There are no set ratios prescribed in statutory guidance and instead a SAGED approach is applied to consider the number of staff needed. Staff teach can effectively manage Activities proposed Group going Environment Distance from base Our general circa ratios of 1:2 2 year olds 1:4 3 year olds 1:6 Reception 1:10 Ks1 1:15 KS2 are used as a starting point to consider the SAGED assessment of the trip and need for effective supervision.
P5	All known medical should be clearly indicated on the risk assessment and accompanying staff made fully aware of this. Any care plans should be taken with the visit lead. A first aider should be named on the risk assessment and a kit carried at all times.

Amendments 5/12/23

- All references to the Local Learning environment.
- All references to two emergency contacts.
- All references to the new and updates adventurous activity list
- All external links checked and updates.

Appendix 1

Amington Heath Primary School Visits Checklist

It is the lead teacher's responsibility to organise the school visit with the support of SLT and office manager in accordance with the checklist below.

A minimum of 6 weeks (taking into account school holidays) before you intend to go you must:

****18 weeks for residential, adventurous and overseas****

1. Read Visits Policy	
2. Research costs of entry, travel, dates etc	
3. Request permission from the Head teacher using proposal form	
4. Hand proposal to Helen to book the trip and transport	
5. Add to calendar	
6. Check letter (produced by office) and distribute to parents	
7. Carry out pre-visit	
8. Complete risk assessment	

Three weeks before:

9. Gain parental consent and collect money	
10. Arrange staff according to visit ratio	
11. Add visit to Evolve and attach risk assessment	

Two weeks before:

12. Inform kitchen of numbers going and arrange for collection of free school meals.	
13. Confirm booking and numbers attending	
14. Inform staff at briefing which staff will be going and add to notice board.	

Seven days before

15. Check all paper work is in.	
16. Share risk assessment with staff going on trip	
17. Check that the trip has been approved on Evolve	
18. Confirm all bookings with office staff	

On day of visit

19. Check and take register of children going and emergency contact details	
20. Check and take children's medication including inhalers	
21. Check and take first aid kit and emergency inhalers	
22. Take mobile phone and emergency numbers for staff	
23. Wristband children (if in risk assessment)	
24. Inform school office or member of SLT on arrival at venue, at departure and on return to school	

Appendix 2

Educational Visit Proposal

Location /venue/provider	Year group (age range)	Number of pupils
Date of proposed visit	Visit lead	Number of staff
Any pupils requiring 1 to 1		
What is the nature of the activity? Overseas, residential, adventurous, open water?	Insurance checked – LOtC provider? £5m public liability?	

Intended outcomes

- 1.
- 2.
- 3.

		Total
Cost of venue visit per pupil		
Cost of venue visit per staff member		
Additional costs e.g. workshops		
Cost of the coach (you must get a quote for this)		

Office use only

Approved by headteacher		
Cost of visit	Minus any school contributions	Contribution per child

Appendix 3

What must be taken on the trip?

Children Packed lunch (free school meal if eligible) Wrist band with school phone number Adequate drinks for the day Suitable clothing for the weather and activity NO electronic devices A bag to carry their own belongings.	Visit lead • Print out of evolve • Emergency contact details and medical details for all pupils and staff • Emergency school contact • Mobile phone • Printed version of the full risk assessment • Accident forms • Any care plans
Deputy Visit lead • Print out of evolve • Emergency contact details and medical details for all pupils and staff • Emergency school contact • Mobile phone • Printed version of the full risk assessment • Accident forms	First aider First aid kit Inhalers Accident forms Sick bucket/bags Mobile phone Instant ice packs
All other staff Mobile phone Copy of risk assessment Emergency contact at school	<i>Note – all members of staff must have the visit lead and deputy lead's phone numbers. Ideally, everyone's.</i> <i>Emergency contact for out of hours visits – MUST have the parental contacts and staff members (along with staff member's next of kin) on the visit with them at their given location.</i>