



This policy is based on the DfES's Health and Safety of Pupils on Educational Visits policy (HASPEV, 1998), and has been adapted to meet the requirements of local policy and good practice.

1. Introduction

Educational experiences outside the classroom or normal learning environment are effective, complimentary and often essential for delivering the curriculum and providing excellent learning and character development for children and young people. Offsite educational visits:

- raise achievement by boosting self-esteem and motivation
- develop key skills
- develop social education and citizenship
- enable children to learn in different ways
- promote health and fitness

2. Responsibilities

a. Overview of Roles and Responsibilities Local Authority (LA)

- Overall Health & Safety responsibility
- Health, safety and welfare of teachers and other education staff
- Health and safety of pupils in school and on off-site visits
- Health and safety of visitors to LA establishments - and volunteers involved in any LA activity
- Manage response to, and aftermath of, any significant incidents

b. Outdoor Education Adviser (OEA)

- Establish Educational Visits Coordinators in every relevant service
- Provide support for Educational Visits Coordinators
- Approve or decline visits based on safety issues (not quality)
- Enable a clear audit trail and database
- Provide expert advice, training and monitoring

c. Headteacher/ Local Manager

- Considers delegation of Educational Visits Coordinator's role
- Agree who will approve the visits
- Be aware of Best Value in the planning of visits
- Ensure contingency planning
- Advise Educational Visits Coordinators
- Monitor Educational Visits Coordinators for requirements of LA and DCSF
- Approves or declines visits on grounds of safety and quality prior to OEA approval.

d. Educational Visits Coordinator (EVC)

- Support local management
- Ensure all visits meet Local Authority requirements
- Assess the competence of leaders
- Induct and train leaders as necessary
- Ensure emergency plans are in place and understood
- Record, review and monitor visits

e. Visit Leader

- Plan and deliver a safe and beneficial visit work to the requirements of DCSF and the Local Authority, advised by the Educational Visits Coordinator
- Immediately contact Stoke-on-Call (**01782 234567**.) in the event of a significant incident during a trip. (Appendix 1).

3. Planning a visit

- Overseas visits need to be completed **2 months** in advance for LA approval.
- UK residential and adventurous activities need to be received by the LA 3 weeks prior to the visit so they need to be submitted **4 weeks** in advance to allow 1 week for EVC and Headteacher to check.
- Regular visits are only checked by the LA on a random basis, but need to be submitted **2 weeks** in advance so EVC and Headteacher can check them – planned visits should be highlighted on long term curriculum overview. (Headteacher won't receive the visit to check until EVC has approved it.)
- All staff when undertaking a visit with pupils should discuss this with the EVC/SLT member.
- The visit is carefully planned for using the LA Policy guide.
- All visits are entered on to the EVOLVE website, where all details are entered along with risk assessments.
- The EVC ensures that the visit leader has entered the information accurately.
- The EVC/ Headteacher has the ability to approve or decline all visits.
- If any visit is deemed unsafe, or all areas have not been considered, it will be stopped.
- The ratios recommended are: Pupils age 3 years 1:4 - age 4 to 8 years 1:6 - age 9 to 12 1:8.
 - It is important to consider each visit on an individual basis according to location, pupils, water, etc. Some visits need less e.g. Year 1 walking to the florist, being at indoor event led by staff at the venue. Some may need more e.g. seaside, zoo.
- Any visit requires written parental consent, in the absence of this noted verbal consent maybe sufficient, this would need to be agreed by the Headteacher.
- On arrival to the school, all parents are asked to give their consent for visits to Trentham High School, which happen regularly throughout the year (parents will still always be informed in advance of any occasion that their child is leaving the school premises).
- Any child who does not have any form of parental consent will not be permitted to attend a visit out of school.
- Parents will be asked to contribute towards the cost of the travel and admission to the venue or workshops. In most cases this will be for the full amount, although a partial contribution is welcomed.

4. Whilst on the visit.

- Regular headcounts of all visit members.
- Medication must be taken for those who require it.
- First Aid equipment taken.
- Contact is maintained between the visit leader and the SLT/EVC.
- Visit members continue to risk assess the visit environment.
- When crossing the roads, adults stop traffic if required, and allow children to cross the roads at safe points.
- When required children and adults will wear high visibility vests.
- If you are involved in a serious incident you (the visit lead) must call: (Appendix 1).
 - Headteacher (direct office number is: 235726. If unavailable; Deputy or Finance Manager)
 - The LA Director on call: **01782 234567**
 - If a serious situation is continuing Headteacher can make this call but it should be the Visit lead as they have the most information. The emergency LA team will go to school and deal with parents etc.

5. After the visit

- Visits should be evaluated against the learning experience expected, and how this has impacted on learning through discussions with pupils, SLT (Pupil Progress Meetings) and other staff members (can be added to website up until 28 days after).
- Visits providers should also be evaluated for value for money.

6. Governor Role

- Visits are reported to Governors every term through the Headteacher's Report.
- Finance Committee Governors challenge any budgetary allocations to educational visits.
- Support the school in the event of an emergency.

7. Monitoring and Review

This policy will be reviewed every two years. In the event a child is lost at any point during this time, the effectiveness of this policy will be reviewed by Senior Leaders and Governors.

Policy Author: Lee Facey

Date of Review: July 2023

Appendix 1.

CHANGE TO THE PROCESS FOR CRITICAL INCIDENT SUPPORT ON SCHOOL VISITS

This is an addendum to the Chapter 16: Safety Off-Site Document. Please ensure that this is circulated to and understood by all employees that attend visits and activities off-site. There may be occasions where the Visit Leader is unable to make the phone call, and therefore the Assistant Leaders should also be aware of this protocol.

Definition of a Critical Incident:

When a group is undertaking an off-site activity and any member of the group has been involved in an incident where a group member:

- Has either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

In such a case, the incident should be treated as a “critical incident” and this protocol should be implemented.

OUT OF HOURS SUPPORT

The number to call if you are a Visit Leader that requires Local Authority support with a critical incident on a school/service trip out of hours is still **01782 234567**.

However, you no longer ask for the Civil Contingencies Officer. If you require LA support for a critical incident or need to notify the LA of a critical incident you should now do the following:

- Call **01782 234567**;
- Inform the operator that you are a Visit Leader on a school or *[insert name]* service trip and a critical incident has occurred;
- Provide the operator with information about the incident, including your contact details.
- Ask Stoke on Call to contact the Director on Call
- The Director on Call will then contact you to obtain further information and help to co-ordinate the City Councils Response. The Director on call will either advise you on what to do straightaway or they will call you back.

It may be that no action is required if the incident is under control and the school/service contact has made the appropriate phone calls to parents, Headteacher/Head of Service etc. However, the Director on Call may decide to involve the Director of Children and Young People’s Services, and the Chief Executive, depending on the nature and severity of the incident. The Director on Call will also ensure that the LA press office are notified so that all press enquiries can be directed to them.

SUPPORT DURING SCHOOL/OFFICE HOURS

If a Visit Leader requires LA support with a serious incident during school hours, they could call the Director of Children and Young People’s Services on 01782 236100 and explain the situation directly to this person. If the Director is unavailable you will either be transferred to the Director on Call or you should call 01782 234567 and follow the above procedure for out of hours incidents.

For further information on incident management you should refer to the Chapter 16: Safety Off-Site document (available on Evolve and Score)

If you require any further information about this, please contact Adam Geens, Outdoor Education Adviser – on 01782 503208 or adam.geens@stoke.gov.uk.