



**Leeds East
Primary Partnership**
A CO-OPERATIVE TRUST

**Cross Gates
Primary School**

Policy and Procedure

Cross Gates Primary School

Policy: Educational Visits Policy

Mission Statement: Aspire, Learn, Succeed

Last Reviewed: December 24

Last Reviewed: December 25

Date to be reviewed: December 26

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and we expect our staff and volunteers to share this commitment.

1. General Statement of Policy

At Cross Gates Primary School we recognise the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives
 - how it conforms to the school's curriculum aims.
- 1.2 EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy.
- 1.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5 Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards. This can be done by consulting Evolve; KADDI; and/or the use of E2 & E3 provider forms.**
- 1.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE and the school's checklist for organising visits (see appendix1).
- 1.8 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 1.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- 1.10 Every trip or visit will be subject to a review on EVOLVE.
- 1.11 The school provides a checklist for organising educational visits which should be adhered to when planning and organising visits.**

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Policy Handbook for Educational Visits available on Evolve and OEAP National Guidance web site.

2.1 Governing Body

- 2.1.1 The overseeing of educational visits will be undertaken by the Governing body.
- 2.1.2 The Head teacher's report, outlining visits planned and the results of the reviews of visits undertaken, will be submitted termly at meetings of the whole Governing body.
- 2.1.3 An evaluation of the visit will be available to view on EVOLVE. This should be completed within a 28 day window following the visit. After 28 days this option is not available on Evolve.

2.2 Headteacher

- 2.2.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, **physically and mentally fit**, and that **governor consent** has been given **if required**.
- 2.2.2 The Headteacher will authorise all visits via EVOLVE.
- 2.2.3 The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

- 2.3.1 **The school's Educational Visits Co-ordinator is: Louise Pavey**
- 2.3.2 They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Policy Handbook for Educational Visits.
- 2.3.3 The EVC will be trained and fully conversant with the Policy Handbook for Educational Visits; the OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.

2.1 Visit Leader

- 2.1.1 The Visit Leader will comply with the requirements outlined in the Policy Handbook for Educational Visits, the school's checklist (see appendix 1) for organising visits and their role as defined in the OEAP National Guidance web site.
- 2.1.2 The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- 2.1.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 2.1.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.1.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their

trip.

2.1.6 The Visit Leader will evaluate their trip on EVOLVE.

2.4 Supervisory staff

2.4.1 All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.

2.4.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

2.4.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.

2.4.4 Staff will feed back information to the Visit Leader to enable a full evaluation of the trip to be completed.

3. Arrangements

3.1 Proposals

3.1.1 The Visit Leader will submit a proposal to the Headteacher before starting an Evolve notification. The Evolve notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but MUST be cleared.

Category	Latest date for submission to the EVC
1 – Local area visits, curriculum based visits	Two weeks (school requirement)
2 – Museums, Theatres, Sporting Events, Indoor Climbing, Theme Parks (Visits posing more risk than Cat 1)	Two weeks (Leeds recommended)
3 – Overnight, Adventurous, Overseas, Water Activities including paddling.	Five weeks (school requirement) Four weeks (mandatory)

3.1.1 The EVOLVE notification must be completed for all category 3 visits.

3.1.2 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.

(Curriculum activities (local walks and local area visits) taking place within the school day do not require individual consent. Annual consents are sought from parents at the start of each school year.)

3.1.3 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE within the time scales in 3.1.1.
- 3.2.2 The Visit Leader is responsible for planning the visit and completing the Evolve notification.
- 3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

- 3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.
- 3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Leeds City Council.

a. Monitoring

- i. The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- ii. On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
- iii. The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip **or conduct an audit of their educational visit process**. This will be used for the school's own monitoring purposes.

3.1 Evaluation and Review

- 3.1.1 An evaluation will be completed on EVOLVE.
- 3.1.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.1.3 Every visit will be reviewed by the Visit Leader.
- 3.1.4 The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
- 3.1.5 The Head teacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

APPENDIX 1

Checklist for Organising Educational Visits

Initial Steps (As early as possible but at least 4-6 weeks before any trip)	
1.	Decide upon a visit and discuss outline with the Head teacher – date/place/transport/charges/staffing numbers. Consider inviting a Governor. Check that all volunteers are DBS checked.
2.	Make bookings – venue and any providers e.g. workshops. Request company/provider risk assessments. Ensure you have checked the insurance (5m public liability) and health and safety measures in place at venue (request copies of these documents – in advance of starting your evolve to be able to complete the ‘other documents’ section on evolve. Note – this may already be listed on Evolve which then covers insurance). E2
3.	Make bookings - transport (including all minibus transport). Check that transport company are listed ON E3 section of Evolve. If they are not, ensure you check paperwork from the company to ensure you are satisfied with the quality of the provider.
4.	Discuss staffing/volunteers with Sophie Wilkinson – ensure you meet statutory ratios and first aid requirements.
5.	Inform Laura Hill of any lunches required and give her date of trip - she will arrange with the kitchen. Inform any other staff listed on Evolve that they will be attending the trip. Inform staff who will be attending the trip and ensure you have liaised with SLT to ensure cover has been arranged where necessary.
6.	Prepare letter AND email a copy to Sophie Wilkinson for initial approval. Then ask Laura Hill to send out via Reach More Parents with form E1 (Consent/Medical Form) Please give as much notice as possible.
7.	Create a folder named ‘ Your trip – Y? ’ within ‘Educational Visits [year]’ folder and add all relevant documents to it. (Checklist, RAs, Medical, Itinerary, etc)
Next Steps (3 weeks before trip)	
1.	Carry out a pre-visit to help with the completion of Risk Assessments. Ensure risk assessments are correct and personalized for your trip and for your children, including any individual children for high needs or medical.
2.	Check to confirm that transport is booked and check that arrangements are in place with activity providers.
3.	Plan the itinerary using the appropriate format (see ‘Educational Visits [year]’ on Staffworks). This must include date and timings and list the RA at each stage.
4.	Ensure checklist for all parental consent letters is done. Follow up missing parental consent. Keep safe and secure.
5.	Complete all Risk Assessments . (RAs can be found on Staffworks or Evolve.) They must be read and personalised to your visit. Delete measures that are not relevant to your trip...ie where it says if travelling abroad...where you are not travelling abroad, this needs deleting from your RA. Add in any additional measures specific for your children and for each individual trip. Please initial every measure. Remember to add the unique visit number to each RA. The contingency plans, specific to each section of your trip must be detailed on the risk assessment as per the 3 questions. See examples in the educational visits folder on the staff drive. Ensure that where required, pupils have an IPRA updated specifically for the trip.
6.	Complete the Evolve notification process – ensure time scales are adhered to. (Submit to the EVC at least 5 weeks prior to the visit for residential visits and at least 2 weeks for day visits.) Check that all medical information for your children is current and up to date. Check with Laura Hill where you are unsure.
7.	Share all risk assessments with all staff accompanying the visit (best done by email). Staff should all initial on all RA if printed or respond to the email to show they have read and understood.
8.	Ensure that school has next of kin emergency contact details for all staff accompanying the trip.
2 Weeks before Trip	
1.	Meet and brief with volunteers if appropriate– ensure all are clear as to expectations and purpose of the visit.
2.	Rearrange playground duties/ lunch duties and clubs if necessary and ensure you have informed staff/visitors/agencies who work with any child in your class, that they will not be in school on the day(s) of your trip.
3.	Remind children & families (by Reach More Parents) of suitable clothing requirements (sunny/wet/cold/rough ground/dirty activities) suntan lotion and sun hats (if appropriate) and arrangements for spending money (if applicable).
4.	Ensure there is a ‘hi-vis’ jacket for each child (as mentioned on Risk Assessment).
5.	Check that relevant first aid kits/sick buckets (including bin liners and paper towels) are in school and contain correct in-date items are included, eg. children’s medication that is kept in school.
6.	Check with Laura Hill that packed lunches are ordered and that kitchen are aware of your class being out of school on that day.
7.	Assign children to group leaders – please consider needs and behaviour.
8.	Ensure you have an up to date copy of the photo consent form so you are aware of which children should not be in photos.
Within the week before Trip	
1.	Ensure all who have medical needs have the necessary medication in school for the trip (or not able to go). (I think this needs to be earlier than the day before?)

2.	Make sure you have a charged mobile phone to take with you and that everyone on your trip knows the number.	
Day before Trip		
1.	Remind the children about the weather, appropriate dress/ footwear, packed lunches (if required).	
2.	Double check you have relevant first aid kits/sick buckets/ hygiene equipment.	
3.	Ensure photographic devices are charged and have enough memory.	
4.	Leave a list of all adults & children, plus an emergency/home contact number, in the office.	
Day of Trip		
1.	Collect packed lunches from kitchen.	
2.	Distribute 'hi-vis' vests (as per Risk Assessment).	
3.	Ensure that children use the toilet/ wash hands before leaving school.	
4.	Check that all staff are present and have all the necessary information for the trip (including group leader contact details).	
5.	Organise the children into their groups.	
6.	Contact Sophie Wilkinson to inform them of arrival and departure at visit site.	
7.	Any issues arising, whilst on the trip, should be reported to school immediately. If a child is sick or injured, you should contact Sophie Wilkinson, who will check any relevant medical details. Keep in touch with Sophie Wilkinson.	
8.	Upload photos to website and Reach More Parents, ensuring you do not include anyone who doesn't have consent.	
After the Trip (within 1 week)		
1.	All trips should be evaluated on Evolve.	
2.	All parental consent/ medical forms should be passed to the office for disposal or storage.	