



HOLMER GREEN JUNIOR SCHOOL

Educational Visits Policy

Written	Adopted by Governors	Review date	Responsibility
November 2023	2024	2025	COG/Head

Aims and purposes of Educational Visits

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Holmer Green Junior School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aim of the school to inspire pupils. Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Holmer Green Junior School:

1. Adopts the Local Authority's (LA) document: **'Buckinghamshire Requirements and Guidance'** in Evolve resources (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Approval Procedure and Consent

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. (Enrichment)

These follow the 'School Learning Area' Operating Procedure (Appendix 1).

2. Other non-residential visits within the UK that do not involve an adventurous activity.

These are entered on EVOLVE by the visit leader and submitted to the EVC (Educational Visits Coordinator) for checking and approval.

3. Visits that are overseas, residential, or involve an adventurous activity.

As above, but the Head authorises and then submits to the LA for approval.

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head or EVC prior to planning, and certainly before

making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Robin Cusdin, who will support, **mentor** and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Headteacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. The Governing Body has appointed an Educational Visits governor who meets with the EVC, attends visits to monitor the process and pupil experience and has access to EVOLVE. Governors receive a yearly report with regards to visits undertaken and ask questions to challenge and support the decisions made by the school. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity. (For academies, approval by the LA is acknowledgment that the plans attached to Evolve are sound but responsibility sits with the academy.)

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is ready to be a visit leader, the Head will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency Procedures

The school has an emergency plan in place to deal with a serious incident during a visit (see Appendix B). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Parental consent

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the school and the contractor.

For extra-curricular clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school and yearly after this. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter through their son/daughter if an activity has to be cancelled. Parents are given the opportunity to withdraw their child from any activity covered by the form.

For any visit lasting a day or more parents will be asked to provide approval through the ParentMail system, which consents to their son/daughter taking part.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions', 'Equalities and Cohesion' and 'Inclusion' which apply to all educational visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour' policy. This code of conduct will be part of the condition of booking by the parents and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Insurance

The school uses the Local Authority's insurance for visits.

Evaluation

All visits are evaluated by the Visit Leader with the EVC using the EVOLVE system. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The administrative staff are responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

Monitor & Review

This policy is reviewed in line with the Teaching and Learning Committee Schedule.

Appendix B:

Local and ad-hoc visit protocol

Visits/activities within the local area that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent; however, parents will be informed in advance of a planned visit.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE if these are ad-hoc activities.

Boundaries

The local area includes, but is not limited to, the following frequently used venues: *e.g.*

- the Common
- the Duck Pond
- the parade of shops in Holmer Green
- HGSS

Operating Procedure for local area visits

The following are potentially significant issues/hazards within our local area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).
- The Duck Pond

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves.
- A current list of staff approved to lead in this setting is maintained by the EVC and office.
- The concept and Operating Procedure for visits in the local area explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- 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.
- All remotely supervised work in the local area is done in 'buddy' pairs as a minimum.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile device is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Appendix C: Emergency procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency Card
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix D:

Serious Incident Action Card for the Group Leader

- Summon emergency services if appropriate.
- Provide first aid / prevent further injury.
- Account for all party members including staff.
- Delegate a responsible adult to take care of uninjured members of the party.
- Instruct no-one to talk to media and secure inappropriate use of mobile phones or email and social media (e.g. Facebook, Twitter etc)
 - Activate the emergency procedures by calling.

01183 589 332 (+441183 589 332 if calling from abroad)

(This is the Bucks Fire and Rescue Control Room number) **YOU MUST REQUEST THAT THE BUCKINGHAMSHIRE COUNCIL'S DUTY RESILIENCE OFFICER IS PAGED. If unsuccessful call 07738 501 318 (Buckinghamshire Council Resilience team back-up phone).**

Be prepared to provide the following information which will be passed to the duty Resilience Office for Buckinghamshire Council by Buckinghamshire Fire and Rescue Service.

- The complete telephone number which we can call you on (including national /area codes etc)
- your name
- the name of your school /party
- the nature of the emergency

Ensure you leave this information before any further discussion takes place, in case you are cut off.

If possible, also provide:

- your location
- further details of the nature of the incident
- any other contact numbers that can be used

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader.

Log-keeping:

A copy of the Incident Record sheet can be used to note down the information Record:

- further and full details of the incident, how and why it happened so far as can be established at this stage.
- all action taken and conversations held.

You should not make any public statements about the incident without prior agreement of a statement with the Council's Incident Control Team.

Ask those in the group to write individual statements of what they saw / heard in relation to the incident

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police.
- Begin to make appropriate arrangements for those not injured to return home immediately.
- Arrange any support for the staff and injured in hospital.
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays.
- Retain receipts for all expenditure connected with the incident.

Contacts

Buckinghamshire Council Emergency Number	07738 501 318 or +44 7738 501 318 from abroad
Outdoor Educational Advisor	Mike Harwin Tel: 07890 395 028 Email: mike.harwin@buckinghamshire.gov.uk
County Educational Visits Coordinator	Tracey Erasmus Tel: 01296 383030 Email: tracey.erasmus@buckinghamshire.gov.uk
Outdoor Learning teacher / specialist provider of onsite LOtC and INSET / Lead for Buckinghamshire Outdoor Network and Forest Schools	Julie Lloyd-Evans Tel: 07561 710590 Email: LearningWithoutWalls@outlook.com
Swimming Adviser	Zoe Rogers Tel: 01296 388222 ext. 421 Email: swimming@ahs.bucks.sch.uk Website: Bucks School Swimming Partnership (bssp.org.uk)
EVOLVE website	www.buckscvisits.org
Health & Safety	HR Service Desk Tel: 01296 382233 Email: hrrservicedesk@buckinghamshire.gov.uk
Insurance	Rachael Ruddy Tel: 01296 383197 Email: insurance@buckinghamshire.gov.uk Or Sue Clowe Tel: 01296 531168 Email: insurance@buckinghamshire.gov.uk
Transport	clienttransport@buckinghamshire.gov.uk
Resilience Team	Stephen Irons Email: stephen.irons@buckinghamshire.gov.uk