

Marshlands Primary School



Educational Visits Policy

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Written By: Mrs Stacey Tang

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Marshlands Primary School**Introduction**

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. Many children in our catchment area have very few life experiences so the school's headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- *Class/school visits to local cinema/theatres*
- *Visits to farms*
- *visits to museum/places of interest linked to curriculum study*
- *Goole Cluster sporting activities and taster sessions*
- *Residential visits for Y6 (and Y5 if applicable)*

Each class is encouraged to arrange at least one visit each year. The school recognises that ideally more visits would enhance our children's experiences and should take place for all theme work taking place throughout the year, but the cost of this is prohibitive. Instead, the school will ensure that as well as one opportunity each year to take part in a visit, many visitors are welcomed to school throughout the year to enhance the curriculum in another way.

Compliance

The school's policy is to comply with the LA's “Guidance for the Management and Leadership of Offsite Visits”. The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- *Health, Safety and Welfare policy statement*
- *Charging policy*
- *Safeguard/Child Protection*
- *Equal Opportunities/Inclusion/SEN*

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA's “Guidance for the Management and Leadership of Offsite Visits” is accessible via EVOLVE Online.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher has overall responsibility for all the school's educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

If the Headteacher is absent or unavailable, Mr Wrafter, will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Stacey Tang. The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by Andrea Smith. This role involves sending out parent letters/obtaining medical details and consent forms/ coordinating the completion of risk assessments and other documentation required for a school visit

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of residential /high risk visits is Daniel Howard.

The LA Educational Visits Officer is Clare Johnson (tel 01482 392417 or 07773041609 e. clare.johnson@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. The school ensures the following training opportunities with regard to educational visits are made available:

- *Training for Headteachers*
- *Training for EVC (including update courses every 3 years)*
- *Training for Visit Organisers and Group Leaders*
- *Training for ECTs and new staff*
- *Inhouse training at staff meetings*

Monitoring

To assure quality of standards on educational visits...

- *the school's Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures*
- *Records of these monitoring visits are stored in the risk assessment folders.*
- *The school's Headteacher/EVC will complete the Manager Review (an online audit of our school's educational visits policies and procedures that is accessible for managers via the front page of EVOLVE online) and share the findings with the Governors and the LA Educational Visits Officer. This will be completed at least every 3 years or whenever a new Headteacher is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed every 2 years when the policy is reviewed by the EVC/Headteacher.*

The following should be read in conjunction with the corresponding chapters in the LA “Guidance for the Management and Leadership of Offsite Visits”, and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

LA Day Visits form and the specific risk assessment. Both of which are on Evolve

Category 1 visits should be checked and approved:

-Internally by the headteacher.

-At least 2 weeks in advance of the first of a series of visits.

-At the beginning of the academic year to obtain ‘blanket’ approval (ie walking in the local area)

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

- LA Day Visits form and the specific risk assessment. Both of which are on Evolve

Category 2 visits should be checked and approved:

Internally - by the Headteacher /EVC

- ***In addition, the Governing Body should be informed of visits that have taken place as part of the headteachers termly report to governors and the EV governor should check the EV file/risk assessments on a regular basis***

Category 2 visits should be submitted for approval:

-At least 2 weeks in advance of the first of a series of visits.

-At the beginning of the academic year to obtain ‘blanket’ approval (ie Arete)

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using EVOLVE Online (see EVC to request username/password)

Category 3 visits should be checked and approved:

Internally - by the Headteacher/EVC with Governor support), and

Externally – by the LA Educational Visits Officer

Category 3 visits should be submitted for approval:

- ***at least 6 weeks in advance of the first of the visit.***

Category 4 – OVERSEAS VISITS (marshlands Primary School do not operate any Category 4 visits)

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE Online (see EVC to request username/password)

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and

Externally – by the LA Educational Visits Officer

Category 4 visits should be submitted for approval:

- ***at the beginning of the academic year? /at least 6 weeks in advance of the first of the visit?***

For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school

life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be recorded using EVOLVE Online (see EVC to request username/password). All Sub Category "A" visits should be checked and approved:

Internally - by the Headteacher/EVC (with Governor support), and

Externally – by the LA Educational Visits Officer

All Sub Category "A" visits should be submitted for approval:

- **at least 6 weeks in advance of the visit**

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made. All staff who lead visits are required to **input their own information and assurances on EVOLVE Online**. All staff who lead visits are **required to have their own EVOLVE username and password**. Staff can request their own Evolve username/passwords by **either contacting directly the LA Educational Visits Officer or asking the school EVC**

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour. Individual risk assessments may be undertaken if there is a chance that the safety of themselves, staff or other pupils may be impacted on. Alongside this, a good behaviour contract will be used Appendix B
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

School specific procedures for considering exclusion of a pupil from a visit?

- Pupils will be made aware of the procedures that would be put in place if a child's behaviour becomes a significant factor in the safety of themselves or others around them, before the visit takes place.
- If behaviour of a child in the weeks leading up to the visit suggests to the visit leader/headteacher that the child's inclusion on the visit is a risk to the child/other children/adults then the child and their parents will be informed that it may become necessary to exclude them from the visit. The child and their parent will be informed of the final decision in the days leading up to the visit, giving the child as much time as possible to demonstrate that it would not be a risk to allow them to be included in the visit

School specific policy regarding inclusion of all those with special/medical needs

- *All pupils with specific medical/special needs are identified as part of the generic risk assessment and actions planned to ensure their safety during the visit*

School specific procedures for leaving behind an accurate list of participants.

- *All pupil groups and the adult support is attached to the Evolve request. This can be accessed securely online.*

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

- *Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits and have undertaken LA visits training*

- The Group Leader will be familiar with the 'guidance for the management and leadership of offsite visits and other relevant support documents (provided by the visits admin support officer when preparing for each school visit) and assume full responsibility during the visit, including ongoing risk assessment.
- The group leader will be responsible for completing all specific risk assessments and ensuring that the content of the relevant generic risk assessments, agreed annually by all potential group leaders annually, are adhered to.
- The group leader will ensure all relevant parties have been briefed on the visit and provided with appropriate paperwork, where relevant.
- The Group Leader will ensure that if purchasing goods and services that appropriate checks are made

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

School specific policy regarding:

- ***Use of parents/volunteers***
 - In normal circumstances parents will not be asked to take part in an educational visit. If the group leader feels it would be appropriate for a parent of a child to assist on the visit (eg for pupils with behavioural or special needs) this must be discussed with the headteacher first.
 - If the school has a volunteer/student working in the school, with a CRB (DBS) and the headteacher has assessed them to be competent to assist on a school visit then they will be included as volunteer assistants within the paperwork (if the student is under 18 then they must be included within the number of children attending the visit rather than as an adult assistant and cannot be given responsibility for or be included in the adult to children ratios)
- ***First aider provision***
 - Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)
- ***Safeguarding***

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

staffing ratios

- The headteacher will ensure adequate staffing to meet minimum requirements is provided (including a qualified first aider): Year 4 to 6 ratio of 1:15, Y1 to 3 ratio of 1:6. Where possible the ratio of 1:6 across KS1 & 2 is used. Under fives could be as low as 1:2 depending on the nature of the activities, though 1:5 is the recommendation from the LA
- The group leader will ensure all assigned adults are still available during the week of the planned visit

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on ROVER, and approved by the EVC, Headteacher, Governors, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- ***on the Evolve online database for high risk/category 3 visits***
- ***as hard copies of information in the Educational Visits file for all other visits***

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers) before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessment templates are available in the resources section of EVOLVE Online.

Visit organisers should select, the generic risk assessment template appropriate to the category of the visit they are leading (this should be just **one template**, unless you are going overseas). Visit organisers should complete the required sections of the template, paying particular attention to the bottom section of the template regarding identifying any significant hazards specific to the visit, that are **not** already

covered in the generic sections of the template (e.g. where you are going, activities you will be doing and members of the group).

Visit organisers should consider the control measures that need to be put in place to reduce the risk of the places/activities/individuals that they are running (not activities being run by a provider) to an acceptable level. The Outdoor Education Advisers' Panel – National Guidance has advice and guidance on Specific types of Visit, Activity and Hazards that can assist in completing the template

<https://oeapng.info/downloads/specialist-activities-and-visits/>

The Amended Risk Assessment Template then needs signing by the member of staff who completed it, this can be done as an e-signature at the bottom of the form. The Risk Assessment needs to be **shared** with the other leaders on the visit.

10. Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

School specific arrangements

- *The school pays annually for LA School Journey insurance (winter sports not included) which covers all school visits within the UK and abroad (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place each financial year. If you are planning a visit abroad please complete the Insurance Proposal form for Visits in the EU and Worldwide (available on EVOLVE) and email the form to the Council's Insurance team on insurance@eastriding.gov.uk*

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

Charging arrangements (for more details see school charging policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only. For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:

- any activity undertaken as part of the National Curriculum or part of Religious Education.
- transport provided in connection with an educational trip during school hours.

Where it is not permissible to charge parents, any subsidy will come from School funds/ voluntary fund raising/voluntary parental contribution. The school subsidises all visits quite extensively however we will ask parents for voluntary contributions towards the cost of these visits. It is made clear that any contribution is voluntary but that without enough contributions it may not be possible for the visit to go ahead.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in

respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute. The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

11. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", Visits Guidance, and generic risk assessments that give detailed recommendations for all standard forms of transport.

School specific policy regarding transport arrangements, in particular:

- *use of generic risk assessments*
- *coach/bus/minibus/taxi hire*
- *supervision/first aid/mobile phones*
- *emergency arrangements – e.g. vehicle breakdown/accident on motorway?*
- *use of seat belts*
- *use of booster seats*
- *drop off arrangements*

The school hires coaches/buses from:

- *Companies that have already been checked and approved by the Council's Transport Services team And/or*
- *Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"*

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- *sit in various locations, spread throughout the coach*
- *sit near emergency exits*
- *carry a first aid kit and the school mobile phone*

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- *assess and decide if the driver is suitably qualified, experienced and competent;*
- *inform parents and obtain their written consent (this may not be possible in emergencies);*
- *gain assurance on main points of reference – insurance, license, roadworthy, seatbelts, etc;*
- *carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be CRB cleared);*
- *ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)*
- *ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).*
- *drivers have appropriate insurance – inc business cover for employees*

For visits that require the use of staff cars, drivers must:

- *have business insurance*
- *be assessed as competent and suitable by the headteacher (using the Driver validation form)*

For visits that require the use of parents' cars.

- *We do not use parents' cars for any school visit (if parents are attending after school sports events they may take their own child home from the event, with prior agreement by the visit leader)*

For visits involving the use of minibuses (if applicable):

- *The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).*

12. Parent/Guardian information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. If needed, parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity. **There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.**

Any special/medical needs of pupils are collated by *the visit leader* and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from *the school office/* LA’s “Guidance for the Management and Leadership of Offsite Visits”. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser must obtain parent contact details for all pupils on the visit.

School specific policy regarding parent information and consent, in particular:

- *informing parents - parent letters*
- *informing parents - meetings– when required (residential)*
- *parental consent – blanket for year for local area/ specific for any other visit*
- *gathering up to date information regarding special/medical needs - carried out by visits Admin support officer.*
- *informing staff of medical/special needs - carried out by visits Admin support officer.*
- *parental consent – medication inc.use of plasters and off-the-shelf medication - carried out by visits Admin support officer.*
- *obtaining up to date parent contact details - carried out by visits Admin support officer.*
- *informing parents of late returns to school or incidents on visits – carried out by visit leader/Headteacher*

13. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored *in the school first aid room*. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use. Staff will not be expected to use their own mobile phones/cameras on any school visit. If a mobile phone is required a school mobile phone will be used.

14. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. “Buddy systems” are an effective means of promoting safety and welfare within the group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognise dangers and manage risks sensibly.

Briefing and preparation of young people, prior to a visit will include the following:

- *conduct and behaviour*
- *discipline and consequences of non-compliance*
- *group safety – group leaders/buddy systems*
- *personal medication – storage/administration*
- *required uniform/identifying clothing – e.g. coloured hats/florescent jackets/school uniform*
- *emergency contact arrangements – e.g. ID /contact cards (if applicable)*

15. Documentation (and visit records)

The Evolve database will store key elements of Category 3,4 and "A" visit details securely and indefinitely. Other visit details are *stored and retained in the school's central "Educational Visits" file*. This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school disposes of the paperwork at the end of the academic year. If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are *retained until the young person becomes 21* in the school archive area. Storage and the retainment of records will follow GDPR guidelines.

17. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the *the Day Visit form provided by the LA*. Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by Governors/ Headteacher/ LA, using Evolve online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by Governors/Headteacher/LA using ROVER Online

The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by *the governor with specific responsibility for overseeing educational visits*

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) – *not required*.

For high-risk day visits (Cat 1A and 2A) – *A hard copy of the visit form is given to and signed by the governor with specific responsibility for overseeing educational visits*

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - *A hard copy of the visit form is given to and signed by the governor with specific responsibility for overseeing educational visits*.

18. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) – ***By signed hard copy and Evolve***

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via Evolve Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing Evolve Online (see "View All Visits")

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via ROVER Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing ROVER Online (see "View All Visits")

If a visit is not approved or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For low risk day visits (Cat 1 and 2) – *By notifying in writing (email) to EVC/Headteacher*

For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording minor amendments that do not need further approval in the notes section at the end of the form. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to contact the person who the form is with (this could be EVC/Headteacher or Local Authority) and request that the form is returned for amendments, the form will then need resubmitting after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit Organisers should take *copies of the Accident Incident FORM (AIF) and the Accident Incident Investigation Form(AIIF)*. Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures (*information can be obtained from the office*)

Post-visit reviews and evaluations should be recorded (*using the downloadable form (VGA 20.1) in the LA's "Guidance for the Management and Leadership of Offsite Visits" and using the school's own form available from the office*) and then uploaded to the approved visit form on EVOLVE in the 'Other Documents' section – Post Visit Evaluation or kept with the original paperwork if the visit was not approved through EVOLVE.

Post visit reviews and accident/near misses records are reviewed *annually* by the *Headteacher*. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services

Appendix A

Airtags and Tracking devices

As a local Authority we have seen an increase in the number of schools who have reported parents tracking their children with airtags.

Tracking people using airtags is forbidden by Apples Terms of use.

[What to do if you get an alert that an AirTag, set of AirPods, Find My network accessory, or compatible Bluetooth location-tracking device is with you - Apple Support](#)

Appendix B

Good Behaviour Contract – sample declaration/consent form

I,.....(name of group member) understand and agree that good behaviour, trust, and respect for others is vital during a visit, and that if I behave badly before or during a visit, and the leaders consider my presence to be a possible threat to the health, safety or welfare of others, then the visit organisers have the right to:

- refuse to allow me a place on a visit
- cancel my place on a visit that is already booked (in most situations, money already paid will be returned, but this cannot be guaranteed if deposits are non - refundable)
- request that I return early from a visit (parents/guardians will normally be expected to collect students themselves, wherever possible)

Young person's signature

Date.....

"I/we understand that if my son/daughter does not display acceptable behaviour before the a visit, he/she may have his/her place on a visit refused or cancelled, and any monies paid may not be refundable. I/we also understand and accept that in the case of a serious breach of discipline during a visit, and does not comply with the code of conduct that has been agreed for the visit (*), my son/daughter may be asked to return home early, and I/we may be held responsible for making and financing arrangements for this to happen"

Parent/Guardian's signature(s).....

Date.....

*N.B. Visit Leaders are advised to agree a code of conduct with the group members before a visit – details of this can be included below as a reminder for parents/guardians and group members: