



Lawford CE Primary School

Educational Visits Policy

Establishment type	Primary School
Name of establishment	Lawford C of E VA Primary School
Who is employer	Governors
Responsibility for offsite visits (possibly EVC, or deputy head)	Headteacher
Date Trained	January 2023
Policy agreed	December 2023 – annual review
Reviewed	December 2025

1. Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Lawford C of E Primary School reads this policy before organising any educational trip or visit to be made by children from this school. The governors can use the national Guidance for clarification of their role. www.oeapng.info/

2. Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Lawford CE Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

3. Visits and Curriculum Links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- Computing – STEM visits to other schools and work with STEAM ambassadors.
- RE – visits to centres of worship, visits by local clergy.

4. Gaining approval for a trip

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit overseas visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits; they should be made aware of trips that are residential.

4.2 The Headteacher or EVC:

- 4.2.1 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.2 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made.
- 4.2.3 should ensure the suitability of all staff appointed to the visit.
- 4.2.4 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.5 should implement effective emergency contact arrangements.
- 4.2.6 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.7 should have a system in place to record, audit and monitor school off-site visits (EVOLVE).

An electronic submission process EVOLVE is used to log, audit, approve the following:

Overseas	yes and formal approval by	EVC	Head	LA
Residential	yes and formal approval by	EVC	Head	LA
Adventurous	yes and formal approval by	EVC	Head	LA
Local approved	yes and formal approval by	EVC		

5. Choosing a Provider

After considering the reasons for the visit, the visit leader should check out the provider and where at all possible visit the setting prior to the visit. On residential, adventurous or overseas visits, leaders should check to see if the provider holds the 'LOtC Quality Badge' or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.) If they do not hold a LOtC Quality mark, a 'Provider Form' must be completed and attached to the risk assessment in Evolve.

6. Parental Consent

Parental consent for off-site activities:

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Specific consents will be sought for adventurous activity.

7. Visits and staffing

All staff are expected to use the EVOLVE website for all visits. Trips in the local area (i.e. – walkable) should use the local visits form as long as they adhere to our local visit SOPs.

Generic Risk assessments are kept on the system for teachers to access, e.g. Travel Risk Assessment, to add relevant dates and names and to upload to the EVOLVE site. Or the 'Event specific risks' choices towards the risk assessment may be used instead and adapted/added to as necessary

The checklist for offsite activities and the 'Provider Form' can be found in Evolve under resources.

The visit leader must recognise that whilst leading the visit, they are in effect representing the Headteacher and hold delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management. The Local visits protocols can be adhered to for local visits and registered on Evolve for all other visits (i.e. need to use transport) a full risk assessment must be completed on Evolve.

8. The visit

8.1. On the day

Leave in the school office :

- an amended list of children present and going on visit/ sign out using InVentry.
- full list of escorts and staff and groups of children for which they are responsible (see Appendices).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- First Aid Kit, sick bucket, inhalers and other medication e.g. Epipens and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

Children must be kept in supervised groups at all times and when toileting may be regrouped supervised by and adult as far as possible.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Adults should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every adult must be given a complete copy of the risk assessment and emergency numbers. This will have the school's contact and action plan in case of an emergency.

8.3 On Return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9. Financing the Visit

9.1 When stating the cost for each individual:

- 9.1.1 The school will calculate the cost based on the cost of transport and entry to the site for all pupils and staff. The school will ask parents for a voluntary contribution so that the trip may go ahead. The school will not prevent a child from attending if their parent has not made a voluntary contribution – if the trip goes ahead. ***If the voluntary contributions are not equal to 85% of the trip where the cost is less than £50 per pupil or 90% where the cost is greater than £50 then the school may cancel the trip.*** The office will put the trip's voluntary contribution on MCAS. This can be paid in instalments for all trips which are booked far enough in advance.
- 9.1.2 A formal approval from the SLT must be sought before deposits are paid to venues/providers.
- 9.1.3 Trip deposits where required from parents will not be refundable.
- 9.1.4 It is essential that the staff book trips far enough in advance that the school is able to collect all monies before it is impossible to cancel due to lack of funds.

10. Insurance

10.1 The school has Employer Liability Insurance. If there is any doubt about what is covered through the policy the insurer must be contacted before booking. School trips are included in our insurance the current schedule is attached (appendix H).

10.2 The teacher, in common with all other employed persons, is covered against industrial injuries by contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

10.3 In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility, a claim for compensation may be brought.

10.4 There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

10.5 The written consent of parents by the school will be obtained for the participation of pupils in any activity outside of the school day or outside the planned curriculum. This will be done through booking on MCAS. Forms are given annually for parents to complete to give their permission for the academic year for trips within the local area or the school day.

11 Emergency / Critical Incident Procedures

- 11.1 All leaders must carry the school's 'Critical Incident form' – With Emergency Telephone contacts and action plan should an incident happen.
- 11.2 On return, the visit leader must comply with the school's normal accident reporting procedures.
- 11.3 DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6) – The report should be made by the school office with the trip leader team using 'My Safety' and assigned to the headteacher for investigation.
- 11.4 Further information can be sought through the OEPG guidance hyperlinked in EVOLVE.

12 Monitoring and Evaluation

12.1 After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

Appendices:

Appendix A - Extended Learning Locality SOPs

Appendix B - Signing-out sheet for ad-hoc activities in the school locality

Appendix C - Generic and Site/Person specific risk assessment

Appendix D - Risk benefit Assessment template

Appendix E - Protocols for Parents Helping

Appendix F - EMERGENCY PROCEDURES ACTION PLAN

Appendix G - ECC Educational Visits Support Team Statement: September 2018

Appendix H – School Trips cover

All links to guidance documents noted should be accessed via the www.oeapng.info site
To access the most current advice/guidance. Use the keyword search to locate any document.

Appendix 1 – Local Area Visit Operating Procedures

Boundaries

Local areas are used to promote and support outdoor learning. This area includes the following frequently used (but not exclusive) venues: *e.g.*

- St. Mary's Church Lawford
- Manningtree Library
- Lawford Post Office
- Lawford Playing Field
- Manningtree High School
- Highfields Primary School
- Manningtree town centre
- Mistley Church

We use this area on a regular basis for a variety of learning activities, and approved staff are allowed to lead trips without completing the full EVOLVE visit process provided they follow this Standard Operating procedure - SOP.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- 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).

These are managed by a combination of the following:

- The Head (EVC) or Deputy should know about the visit before a group leaves.
- Teachers and Teaching Assistants are judged as competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school and sign a form to say that they agree to children leaving the premises for local visits.
- There will normally be a minimum of two adults. However, decisions should be based on the area, experience of the leaders and the age and maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'
- Staff are familiar with the area, including any 'no go areas',
- Pupils have been trained and have practised 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 extended learning locality 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. 'Signing-out sheet' attached at Appendix B and in EVOLVE Resources / ECC tab.
- A mobile is taken with each group and the office has a note of the number.

Appendix B - Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

Leave this completed form in the office or other agreed place when you go out if Inentry is not used.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.

Appendix C - Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

ACTIVITY AND ENVIRONMENT:

1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>

Appendix D - Risk / Benefit Assessment

Generic Benefits	Specific Outcomes
Generic Benefits	Specific Outcomes

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments /Actions



Protocol for Parents Helping on School Trips

1. At Lawford C of E Primary School we believe that the children's learning is enhanced by 'real life' experiences in terms of visits outside of the school setting. We appreciate the time that parents give up to accompany us on trips and to ensure that we have the appropriate ration of adults to children.

2. There is no firm rule about the ratios of adults to children on these trips as it is based on the risk assessment of each cohort and is dependent on the challenges there may be more in some classes than others. There will typically be a minimum of 2 adults and ratios will be increased according to the experience of the leaders, the area being visited, the age of the children and the specific needs of the class.

Looking after other people's children is not a responsibility to be taken lightly and we do understand that some parents may not wish to sign up to this protocol and as a result not accompany children on the school trip.

- a. Parents are invited to join us on trips to support and care for all children, not just their own.
- b. Offers of help from parents are always appreciated, but the final decision on who will accompany the trip will be made by the school. The number of parents who are needed on a trip will be determined by the school.
- c. Parents are asked to respect their children's independence and not do things for them, such as carry their bags or belongings or complete work for them.
- d. You will be given a list of those children for whom you are responsible. Organisation of the groups will be undertaken by the school.
- e. Unless your child has a specific medical need which you understand, you will be not be given a group containing your own child.
- f. The class teacher will brief you on the experience planned for the children – for example, the kind of questions that you could ask them and things that you could point out. Parents will be expected to follow the direction of the class teacher, especially itinerary timings and ensuring our children follow our behaviour code.
- g. The class teacher will tell you if the class is going to visit the gift shop. Parents must not purchase gifts for their own child, or the whole group as this will disadvantage the other children. This also goes for the purchase of ice-creams, drinks or snacks for the children.

- h. Parents must remain vigilant when supervising the children in public. The use of mobile telephones to take photographs is against our safeguarding rules. Furthermore, parents are not to use social media (E.g. Facebook and Twitter) during the trip to update the progress of the day – or share any information about the trip – the school will manage all social media and updates for parents. If you need to make or take a call or a text in an emergency, please arrange for someone else to supervise your group for that time. Likewise, parents need to ensure that their conversation and language is appropriate at all times.

- i. Parents will be expected to take their groups to public toilets when required. All of our children are able to manage the toilet by themselves, so there is no need to enter the cubicle. If anyone is taken ill, inform the class teacher or teaching assistant at once and they will take over the management of that child.

- j. Confidentiality is of upmost importance and helpers should not report anything back to other parents about what they may have seen or heard on a school trip, for example, if a child has been challenging. Teachers will make the decision as to what needs to be reported back to a parent

Thank you for showing your loyalty to the teaching staff by signing up to this protocol.

Remember, the most important thing is that the children have an enjoyable, memorable day and feel safe and cared for at all times.

Trip:

Date:

Leader:

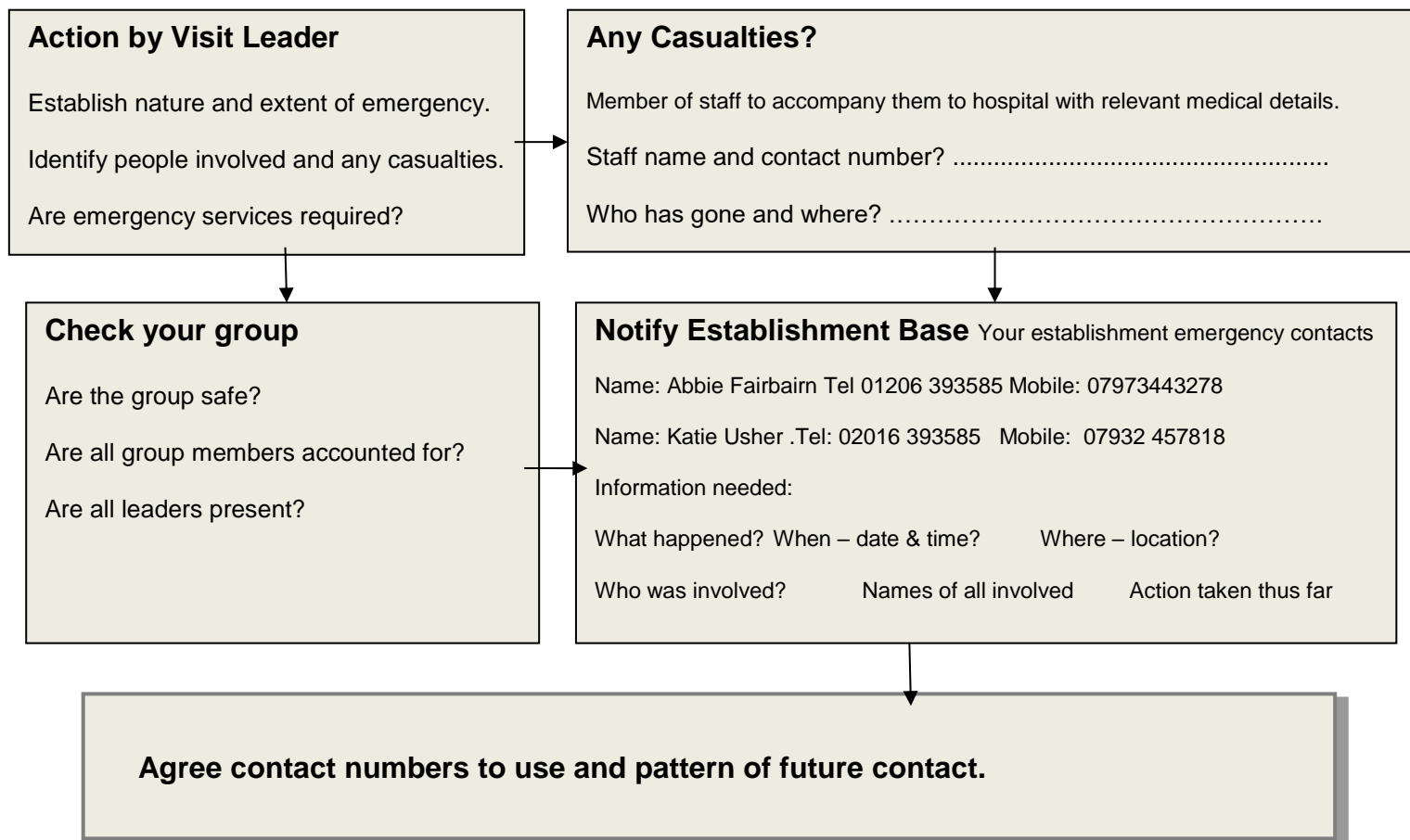
Year Group:

I have read and agree to abide by the 'School Trip Protocol'.

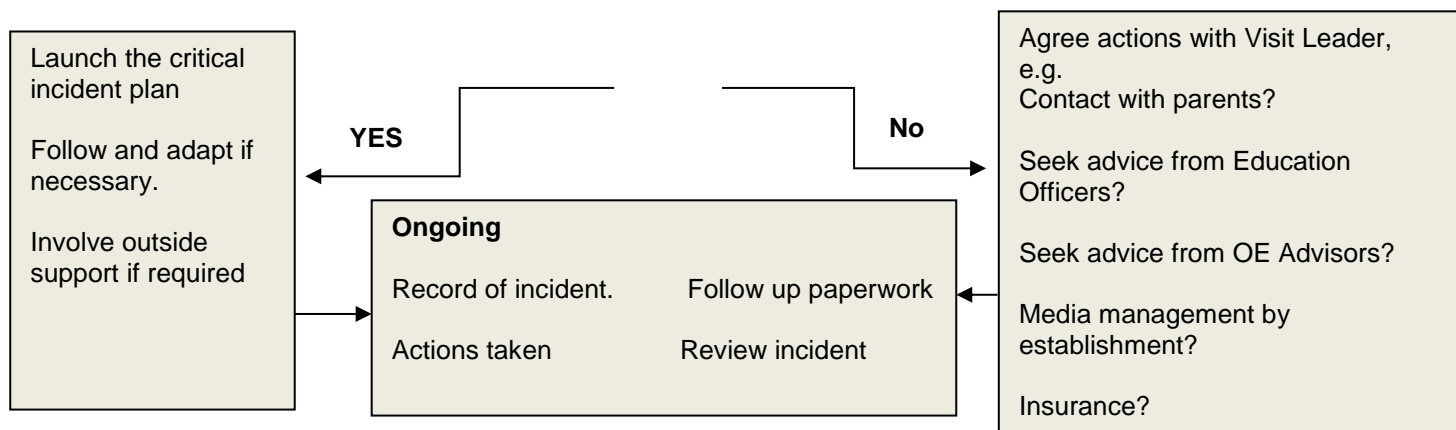
Appendix F

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Is this a Critical Incident?



Appendix G

Educational Visits Support – Advice and Guidance

Juniper Educational Visits Support Team Update

Att. Heads of establishments / EVC's / Chair of Governors

Employer Guidance: Guidance for the Management of Outdoor Learning, Learning Outside the Classroom (LOtC) and Offsite Visits supported by the Juniper Educational Visits Support Team through Evolve

It is a legal expectation that employees must work within the requirements of their employer's guidance: therefore Essex County Council establishments must follow the requirements of the 'Outdoor Education Advisers Panel National Guidance' (OEAPNG), as well as the requirements of this Statement. OEAPNG guidance can be found on the following website: www.oeapng.info/

Where there is any variance of policy between the National Guidance and local policy, this STATEMENT sets out Essex County Council's requirements which take precedence over National Guidance. Where another employer (such as Governing Body of a Voluntary Aided, Foundation or Academy School) subscribes to ECC's Educational Visits Support, they should adopt OEAPNG and note this in their establishment's Educational Visits Policy.

Where an Essex employee commissions LOtC activity, they must ensure that such commissioned agent has either: Adopted OEAP National Guidance or Has a system in place where standards are no less than those required by OEAP National Guidance.

EVOLVE website for managing all establishment visits. A complete package for school off-site visit management: see

Specific ECC Requirements

Training courses: booked through the Juniper Evolve website for EVCs

Training Requirements:

All EVC's should be formally trained with update training every 3 years.

EVC's should provide Visit Leaders with **annual training** (formal or informal). Visit leader training can be in-house led by the EVC or by the Educational Visits Adviser.

All CPD Visits Training should be logged on the staff 'profile' on EVOLVE.

Approval and Notification: For Overseas/Adventurous/Residential ECC establishments must submit visits through the web-based notification system for notification or final approval. UK Residential and Adventurous Activity using an LOtC Quality Badged Provider can now be given approval by the ECV /Head/ without further submission to ECC. **(A request may still be made to the Educational Visits Advisor to review the approval on EVOLVE.) These visits still require at least 4 weeks' notice if approval is required by ECC.**

Educational Visits Support – Advice and Guidance – September 2018

Employer Guidance : OEAPNG : www.oeapng.info Please see advice and guidance documents noted in the following sections :

Risk Management: For general advice see www.oeapng.info keyword :doc.4.3c (Risk Management)

Emergency Planning and Critical Incident Support: see document 4.1b Offsite Visit Emergencies. Specific guidance and support documents are available in the Resources section of Evolve. The Essex Critical Incident guidance should be followed and contains the LA notification numbers. Critical Incident cards are available from the Educational Visits Support Team. A pdf copy can also be found in the Resources section of EVOLVE.
Guidance also available from Essex Schools Infolink (responding to critical incidents)
<http://schools.essex.gov.uk/admin/hs/Pages/portal.aspx>

Role specific Requirements and recommendations: see specific guidance for your role option on OEAPNG homepage. : Visit Leader, Assistant Leader, Parent, Employer, EVC, Head/Manager, Governors

Provider Assurances: The Learning Outside the Classroom (LOtC) Quality Badge provides for the first time a national accreditation combining the essential elements of provision – learning and safety – into one easily recognisable and trusted Quality Badge for all types of Learning Outside the Classroom provider organisations. Essex County Council recommends the use of the LOtC Quality Badge to all our school establishments and Youth Groups.

Transport: Essex employees must abide by ECC HSP 9.24 Minibuses see EVOLVE Resources ECC)

DofE - All Essex DofE Licensed Organisation establishments must follow the current Essex DofE Standards (2016). All leaders and co-ordinators should familiarise themselves with these Standards.

Adventurous Activity : All staff involved in delivering Adventurous activity or DofE visits must create and regularly update their details on their 'Staff Profile' on the EVOLVE system: www.essexvisits.org.uk

After more than 4 years of your school submission on EVOLVE, there are some great reports for school reporting.

Top Tip: Try looking at your Annual Report: Academic year reports at the press of a button! This is a useful report for SLT / Governors / Ofsted reporting

From the 'homepage' select the orange 'Reports' tab. Next select the Statistical Summary tab and finally the 'Annual Report' option. This will default the full previous academic year or you can select a date range. ('Choose Dates' button)

Appendix H

School Trips Schedule

Off-Site Activities Cover Insurer:

(Please refer to the separate detailed Schedule of Benefits)

The travel cover applies to all persons approved by the school for official trips off the school site. It includes all organised trips away from the school site, whether they are for short periods i.e. half a day, overnight stays or travel abroad and includes any associated activity in connection with such trips. Travel, sustenance and accommodation expenses is covered for up to two relatives/responsible adults of the insured person, who on medical advice is required to travel to or remain with the insured person in the event of illness or injury.

Cover is operative from the moment the members of the School Party leave the School Premises, until either the moment the School Party members are returned to the School or until pupils are returned to the custody of an authorised representative of the member's family (whichever is the sooner).

Approved Hazardous activities are included, from football matches to winter sports holidays, anywhere in the World subject to the approval of the County Educational Visits Co-ordinator. Flying or other aerial activity except as a passenger is excluded. Some countries are excluded such as Iraq, Afghanistan and Israel (West Bank, Gaza and the Occupied Territories only). Other countries may also be excluded subject to Foreign and Commonwealth Office advice (www.fco.gov.uk) which must be followed.

There will be no need to advise us of individual trips or to make end of year declarations. Please ensure your trip is not contrary to FCO advice "Personal Property" includes personal equipment hired for the purposes of the holiday excluding loss or damage caused whilst in use.

Exclusions:

A. Medical Expenses

- Medical expenses are excluded for travel against medical advice. The attached certificate details the scope of the cover.
- Medical expenses in respect of a person being pregnant and within two months of the expected date of childbirth.
- European Health Insurance Cards for each person need to be obtained as any expenses which would have been recoverable by this scheme are excluded.

B. Personal Property & Money

- Losses not reported to the Police, transport carrier or other authority within 48 hours of the loss.
- Loss due to confiscation or detention by Customs or other authority.

C. Medical /Emergency Repatriation/Travel Expenses

- Expenses incurred without prior approval of AIG.
- Any expenses incurred after 24 months from the time of incurring the first expense.

- ##### D. Cancellation and Curtailment
- With effect from 31st March 2021 there is no cover for cancellation or curtailment due to any Pandemic as declared by the World Health Organisation.