



# **The Brickfields Trust**

## **Educational Visits Policy for Lawford Mead Primary & Nursery School**

***Certified as reviewed and approved: Autumn 2022***

***Next review date: Autumn 2025***

*The Brickfields Multi Academy Trust is a company registered in England and Wales. Company Number: 10538130*

# Educational Visits Policy

<b>Establishment type</b>	<i>Academy</i>
<b>Name of establishment</b>	<i>Lawford Mead Primary &amp; Nursery School</i>
<b>Who is employer</b>	<i>Brickfields Multi Academy Trust</i>
<b>Responsibility for offsite visits</b>	<i>Matthew Poyton EVC and Head of School Sophie Wilson EVC Deputy Head of School Amanda Burrells</i>
<b>Date Trained</b>	<i>MP – 23<sup>rd</sup> October 2020 SW – 23<sup>rd</sup> October 2020 AB - 23<sup>rd</sup> October 2020</i>
<b>Policy agreed</b>	<i>CEO 25/9/2022</i>
<b>Signed off by</b>	<i>BRICKFIELDS Board of Trustees 12.10.22</i>
<b>To be reviewed</b>	<i>Autumn 2025 or earlier if required.</i>
<b>Other Policies Related</b>	<ul style="list-style-type: none"> <li>• <i>Child Protection</i></li> <li>• <i>EYFS</i></li> <li>• <i>Equality Scheme</i></li> <li>• <i>Positive Behaviour Management</i></li> <li>• <i>SEND</i></li> <li>• <i>Curriculum, Teaching and Learning</i></li> <li>• <i>Health and Safety</i></li> <li>• <i>Charging and Remissions</i></li> </ul>
<b>Other Paperwork Attached (appendix)</b>	<i>Extended Learning Locality Signing out sheet example School Emergency Action Plan</i>

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# 1 Introduction

1.1 The Employer (Brickfields Multi Academy Trust) has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Lawford Mead Primary & Nursery School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link : [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 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 Mead Primary & Nursery 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;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

- **Gaining approval for a trip**

#### 4.1 Trustees

As part of their responsibility for the general conduct for the school, Brickfields Multi Academy Trust has adopted this policy for the effective and safe management of educational visits.

The Trustees must approve any visit involving an Overnight stay or Overseas. The Trustee delegates the Head of School / EVC the responsibility to approve all other visits.

The Trustees have adopted a charging and remissions policy:

[www.oeapng.info](http://www.oeapng.info) 3.2c-Charges-for-off-site-activity-final

#### 4.2 The Head of School or EVC:

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 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. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

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

Overseas	yes	and formal approval by	EVC/Head	Trust
Residential	yes	and formal approval by	EVC/Head	CEO
Adventurous	yes	and formal approval by	EVC/Head	CEO
Day trips	yes	and formal approval by	EVC	Head
Local approved	yes	and formal approval by	EVC	Head

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

[www.oeapng.info](http://www.oeapng.info) 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOfC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent :

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note where consent is NOT required:

*Parental consent to 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.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfE%20consent%20form.doc>

## 7 Visits and staffing

Complete Visit leader checklist See Appendix 3

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head of School and holds 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](http://www.oeapng.info) 4.3g Risk Management

## 8 The visit

### 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of volunteers and staff and groups of children for which they are responsible
- 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
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all staff.

### 8.2 During the visit

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.)

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

Escorts 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 escort must be given an emergency procedures card. 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**

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Lawford Mead Primary & Nursery School [unless otherwise specified].
- Some visits may incur large amounts of money so formal approval from the CEO/Trustees must be sought before deposits are paid.

## **10 Insurance**

### **Introduction**

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

### **Personal**

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly 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].

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

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.

## **Indemnity**

Please see reference to parental Consent : -  
OEAP National Guidance Document

[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## **Insurance Provision**

Teachers should be aware of the school provision for insurance.

Insurance is arranged through Essex County Council and a copy of the schedule of School Insurance for off-site visits can be obtained from the School Business Manager.

## **11 Transport**

### **See Travel and Walking Risk Assessments**

Also see guidance from OEAP NG -

[www.oeapng.info.pdf](http://www.oeapng.info.pdf) 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## **12 Emergency / Critical Incident Procedures**

See Appendix 4

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (Emergency Action 'z' Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## **13 Monitoring and Evaluation**

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.



## Appendix 1

# Brickfields Multi Academy Trust Local Area Visit Operating Procedure For KINGS ROAD PRIMARY SCHOOL AND LAWFORD MEAD PRIMARY SCHOOL AND NURSERY

- For all low risk, local area Learning Outside the Classroom activities, this procedure will be followed.
- Basic visit details will be added to EVOLVE as a 'Local Area Visit' type.
- The visit will require verbal approval by the EVC/Head of School, but formal approval on EVOLVE will not be required as trip information will be audited on EVOLVE and activity and approval management covered by the details below.
- Parents are asked to sign to give approval for their children going out on local visits. It will then not be necessary to inform parents about a local visit, however, we always aim to inform parents about the visit prior to it taking place.

## Extended Learning Locality (Local Area Visit)

### Boundaries

The boundaries of the locality are defined as being within the Chelmsford town area, within walking distance of each school. This area includes the following frequently used venues:

- *Chelmsford Library*
- *The Civic Theatre*
- *The cinema*
- *Chelmsford Sports and Athletics Centre*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the full EVOLVE visit approval process, provided they follow the below Operating Procedure.

### 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 EVC, Head of School or Deputy Head of School must give verbal approval before a group leaves.
- Only staff judged competent (by the EVC, Head of School or Deputy Head of School) 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. Parents sign an approval form for local visits.
- There will normally be a minimum of two adults. The actual number will depend on the age and needs of the children, as well as the type of activity they are to be engaged in.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques/made a visit to the area.
- Pupils are briefed about the visit and are reminded about appropriate and expected behaviour.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils have been trained and have practiced standard techniques for road crossings in a group. See additional risk assessment for walking
- Pupils' clothing, footwear and necessary equipment is checked for appropriateness prior to leaving school.
- Pupils, volunteers and staff wear Hi-Viz jackets.
- Staff use generic risk assessments and add any issues specific to the visit, for:
  - Walking on local visits
  - Sports fixtures
  - SEN/additional/medical needs
  - Day visit
  - Travel
- Staff take first aid kits and where possible a trained first aider.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will complete and leave in the office a 'signing out sheet' which contains a list of all pupils and staff, a proposed route, a time of leaving and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Weather conditions will be considered before leaving on the trip.
- This procedure and details about the local visit must be share with all adults prior to leaving.
- All staff take an Emergency Action Card on a lanyard.

*Reviewed by Hilary Luckman  
Interim Headteacher and EVC  
September 2018*

Appendix 2

Example **CLASS SIGNING OUT SHEET FOR LOCAL EDUCATIONAL VISITS** covered by the local area visit operating procedure

<b>Date:</b>	<b>Visit to:</b>
<b>Proposed route:</b>	
<b>Staff and contact numbers:</b>	
<b>Time of departure:</b>	<b>Estimated time of return:</b>

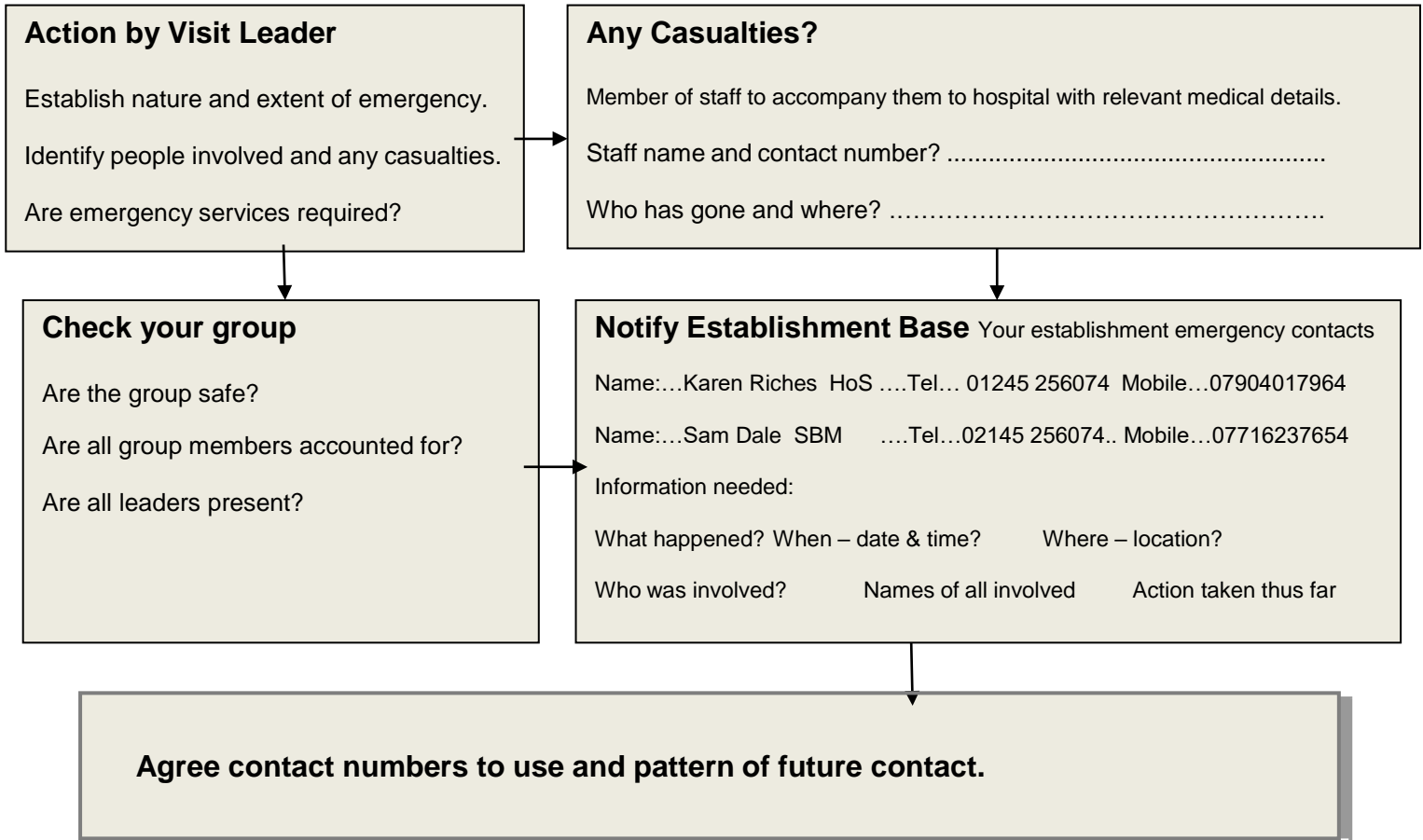
<b>Child's name</b>	<b>Notes/comments</b>


**BRICKFIELDS MULTI ACADEMY TRUST**  
**Educational Visits Checklist**
**Visit to:**  
**Date:**

PLANNING	N/A	Yes
<i>Has the BRICKFIELDS Educational Visits Policy been read and followed, which follows the OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom</i>		
If using a commercial organisation or provided has it been approved by the Outdoor Education Advisory Panel?		
Is pre-visit required/been undertaken?		
Has the visit received verbal approval by the Educational Visits Co-ordinator/Head of School?		
Has the visit been recorded on EVOLVE and approved by the EVC/Head of School?		
Have parents been given information about the trip and all consent/medical forms been returned?		
Are proposed staffing levels adequate?		
Has list of adults and emergency contacts been prepared?		
Are first aid arrangements in place – first aiders and equipment?		
Have emergency procedures been read and understood?		
Have roles and responsibilities of staff/volunteers been clarified?		
Have all risk assessments been completed? Including those at the venue?		
Have the individual needs of all participants been considered (e.g. special educational needs, medical needs?) and risk assessments been completed for children with additional needs, if necessary?		
Has insurance cover been arranged?		
DEPARTURE DAY		
Relevant information/risk assessments shared with staff/helpers?		
Completed paperwork copied for all staff/helpers as appropriate and a copy left with member of Senior Leadership Team/School office?		
Have staff got the Emergency Action 'z' Cards?		
First Aid Kit and medication for specific children?		
Emergency cash/mobile phone?		
AFTER THE VISIT		
Has the evaluation been completed on EVOLVE?		

## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively.  
Please use the Emergency Action 'z' cards to follow procedures and record actions taken.



### Action by Establishment

