



# All Angels' Federation

## Educational Visits Policy

<b>Formally adopted by the Governing Body of All Angels' Federation</b>	
<b>On:</b>	<b>June 2021</b>
<b>Chair of Governors:</b>	<b>Rosemary Games</b>
<b>Review:</b>	<b>June 2023</b>



The school has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. [www.oeapng.info](http://www.oeapng.info) and as outline on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk). Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Offsite Visits**

The All Angels' Federation has a strong commitment to the added value of learning outside the classroom and beyond the school premises. We continuously seek to provide a broad and balanced range of opportunities to learn outside of the classroom for all our pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours school clubs
- School sport events, including team competitions
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher has nominated the Deputy Head as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents, the Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

The All Angels' Federation has agreed a policy for categorising its visits in line with NCC guidance i.e.:

**Level 3:** Visits must be approved via Evolve and the LA's on-line approval gained. These include: overseas, residential and adventurous activity visits.

**Level 2:** Day visits approved at school level on Evolve by EVC & Head. These Include: day visits not included in the Level 1 visits below and level 1 out of school hours trips.

**Level 1:** Local and regular day visits: school sports competition, local walks and visits to local amenities, including local schools, swimming lessons and use of the schools mini-bus. All Level 1 visits will be approved in house and staff will notify the EVC of these visits prior to the event. Generic risk assessments exist for Level 1 visits.

**The All Angels' Federation has also adopted and amended the Norfolk Evolve guidance on 'Road Safety' made (see appendix 1). Staff adopt the procedures set out in this guidance.**

### **Staffing**

The All Angels' Federation recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.



Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The All Angels' Federation values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list on Evolve. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, we will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Visit staff must also be physically and mentally fit to recognise hazards and respond to emergencies.

### **External Activity Providers**

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 accounts. The Visit Leader will liaise with the school office staff to make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom (LOTC) Quality Badge for which no providers contracts or other assurance checks are required.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment (**see appendix 2**). Providers which have the Learning Outside the Classroom quality badge will not require a risk assessment to be undertaken by the Visit Leader. The Visit Leader will use, and share with staff, the LOTC approved risk assessment provided by the provider.

### **Parental Consents**

At the beginning of each academic year parents will be asked to fill in a medical form to inform school staff of any medical needs a child may have. This will only be issued once per year. All trip permission letters will remind parents to inform the school of any changes in medical needs:

*'Should there be any amendments to your child's medical information, please contact the member of staff named on this letter as soon as possible.'*

Written consent from parents **will not be required** for pupils to take part in the majority of off-site activities (Level 1 visits), organised by the school as most of these activities take place during school hours and are a normal part of the child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management (level 2/3 visits), or those that take place outside school hours. Both schools have a standard letter format, which will be used for this purpose. Should written permission be unavailable the school will seek verbal permission through a phone call or a face-to-face conversation – this will be recorded within our parent contact records.



As part of the parent 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 All Angels' Federation has policies for Charging and use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

### **The Expectations of Pupils and Parents**

The All Angels' Federation has clear expectations for behaviour on school visits, which is based on the schools 'Behaviour for Learning and Relationships Policy'. Behaviour expectations will be part of the condition of booking by the parents. Where more support may be required for children to access a school visit, a behaviour risk assessment will be completed. All options available to the school will be exhausted before parents are invited to join their child on the trip. Any child who needs additional support will be discussed in good time with the Head teacher; later both the Head teacher and parent will be involved in these discussions.

Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents may be asked to cover the costs of the journey home early.

### **Emergency Procedures**

The All Angels' Federation appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

### **Review by the Local Authority**

The All Angels' Federation is supported in its arrangements for offsite visits by the County Council. Where necessary we will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

### **Charging Policy for Activities and Visits**

The All Angels' Federation may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution. However, some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

**Other school policies that this Educational Visit policy relates to are:**

- School Charging and Remission of Charges Policy
- Pupil Premium Policy
- Behaviour for Learning and Relationships Policy
- Curriculum Policy

## Appendix 1

### **GUIDELINES for road safety when walking with groups of children**

**Check with your organisation on the required ratio of adults to children before taking the children out.**

#### 1) **Pre-visit and Plan (Risk Assessment)**

It is good practice to do a pre-visit and walk the intended route before taking a group along it.

Assess the size and nature of the pavements and footpaths.

Plan your route choosing the safest crossing places:

- use footbridges and subways where possible;
- look for gathering places for the group when getting ready to cross and after they have crossed (know where the exits are!)

Consider your likely group; age, behaviour, skill, size/numbers.

#### 2) **Before setting out – Children**

Talk to the children about the dangers of the road before starting off.

Agree a communication/signal system – hand, verbal (can you be heard over the traffic noise?)

Agree how you are going to move across the road – one group or in waves?

#### 3) **Before setting out – Adults/Supervisors**

Ensure all staff and helpers understand the route – give them a sketch map or plan of route with intended crossings marked.

Organise the group so they can be seen and effectively controlled at all times - “crocodile”, in pairs, positions of adults, etc.

#### 4) **Awareness**

Walk on the pavement in an orderly manner allowing other pedestrians to pass.

Make sure the children are aware of driveways, entrances/exits etc. and their dangers.

Remember children are small and are not always seen by drivers.

#### 5) **Ready to cross?**

When you are ready to cross the road choose a safe place away from parked cars, corners, junctions etc.

Identify and indicate a safe exit/gathering point on far side of road.

Adult/supervisor to cross first to ensure staff are on both sides of road, especially where there is a traffic island and the group is to split up when crossing.

Agree signals/communication system.

#### 6) **Crossing the road**

When crossing gather the children around you away from the kerb until you have decided it is safe to cross.

*A teacher has no legal right to stop traffic*

- beware of overtaking vehicles if a driver does stop for you.

Walk across looking and listening as you go.

Cross as a wave (line abreast) or waves if possible - takes less time in/on road than as a "crocodile".

Use staff/mobile cones/bollards/crossing posts as markers to be rounded by the group when turning along the side of the road to prevent cutting corners or straying

When you have crossed safely, reform your group and continue your journey.

A) Pelican Crossing: Make sure all the group is at the crossing before the wait button is pressed. Check that the green figure shows and all the traffic has stopped before attempting to cross. Do not start to cross when the green figure is flashing. (Staff/responsible person on both sides)

B) Zebra Crossing: Wait until all the traffic has stopped from both directions before crossing the road. Keep looking and listening all the time you are crossing.

C) Puffin Crossing: Similar to a pelican crossing; make sure your group arrives at the crossing together before the button is pressed.

D) School Crossing Patrol: If there is a patrol on your route, use them.

*It is always advisable to make eye contact with the vehicle drivers before stepping off the pavement.*

## 7) **Reduced visibility**

Consider "spotting" where it is difficult to see approaching traffic, e.g. brow of a hill, after a bend, etc.

Remember in bad weather it will take drivers longer to stop and it is more difficult for you to be seen.

It may be appropriate for specific people to wear something bright or fluorescent during the daytime or be carrying lights and wearing something reflective at night-time.

Extra care should be taken when wearing a hooded coat or using an umbrella as they can obscure hearing and vision.

## 8) **When there is no pavement or footpath**

Walk on the right-hand side of the road so that you can see on-coming traffic

Keep close to the side of the road

Take care at sharp right-hand bends

- it may be safer to cross the road well before you reach one so that on-coming traffic has a better chance of seeing you
- at the bend cross back to face the on-coming traffic as you continue

Walk in single file, if possible.

## Appendix 2

### GENERIC RISK ASSESSMENT: ST MICHAELS VA JUNIOR SCHOOL

#### All Educational Visits

<b>ISSUE</b> <b>(Transport/Site/Group/Leader/Activity)</b> <b>Identifying the Hazards – Assessing the Risk</b>	<b>HOW TO MANAGE IT</b> <b>Control Measures – Reducing the Risk</b>
Pupil or staff exposure to extreme weather conditions i.e. sun stroke, freezing conditions	<ul style="list-style-type: none"> <li>• Consider possible weather conditions, plan appropriate programme, and obtain appropriate clothing and equipment.</li> <li>• Provide information to parents and pupils regarding suitable clothing and equipment.</li> <li>• Bring spare kit for pupils who may not bring all, or equipment that may become damaged.</li> <li>• Obtain weather forecast and adjust plans accordingly.</li> </ul>
Pupil lost or separated from group	<ul style="list-style-type: none"> <li>• Ensure group staff / pupil ratios are in line with LEA</li> <li>• Use suitable group control measure (i.e. buddy systems)</li> <li>• Ensure pupils are aware of itinerary and arrangements</li> <li>• Plan and brief group on what to do if separated from the group</li> <li>• Group head count at arrival, departure points and changing of activities</li> </ul>
Illness or injury to group member	<ul style="list-style-type: none"> <li>• School has emergency plan for dealing with an incident on an educational visit</li> <li>• At least one leader in group First Aid Trained, check certificates</li> <li>• Emergency contact numbers including emergency services known and carried by group leader</li> <li>• First Aid, Travel sickness kit and mobile phone carried with group</li> <li>• Emergency contacts arranged with school, head teacher and parents</li> <li>• Pupils and parents are reminded to bring individual medication and that this is carried securely.</li> </ul>
Pupil special needs	<ul style="list-style-type: none"> <li>• Obtain information about pupil special needs from parents, use recommended parental consent form</li> <li>• Take appropriate advice from SENCO</li> <li>• Consider needs on individual case basis including individual risk assessment and additional staffing/parental support</li> </ul>
Return from visits, particularly out of school hours	<ul style="list-style-type: none"> <li>• Return is planned in advance and parents are informed of where to collect children</li> <li>• Suitable arrangement are made for any pupils whose parents fail to collect them</li> </ul>
Group emergency (disaster)	<ul style="list-style-type: none"> <li>• The school has an emergency plan for dealing with an incident on an educational visit</li> <li>• Contact details of parents, group leader, school and if appropriate head teacher are held by group leader and school contact</li> <li>• Leader and head teacher / school contact has instructions as to what to do in an emergency</li> </ul>
Social hazards i.e. threat or violence, predatory adults, alcohol, drug abuse	<ul style="list-style-type: none"> <li>• Alarm and meeting points arranged</li> <li>• Telephone contact arranged and known by all group members</li> <li>• Pupils informed about alternative sources of help i.e. park staff, police etc.</li> </ul>

## Travel on Educational Visits

<b>ISSUE (Transport/Site/Group/Leader/Activity) Identifying the Hazards – Assessing the Risk</b>	<b>HOW TO MANAGE IT Control Measures – Reducing the Risk</b>
On foot	<ul style="list-style-type: none"> <li>• Guidelines for road safety understood and implemented by staff (see appendix 2)</li> <li>• Work on foot planned to avoid fast roads wherever possible</li> <li>• Supervision on pavements, roads and especially crossing of any fast roads is pre-planned</li> <li>• Pupils are briefed re hazards and behaviour required</li> </ul>
Coach	<ul style="list-style-type: none"> <li>• Coach used meets LEA recommendations - Hired from accredited coach company</li> <li>• Coaches have seat belts which staff ensure are used</li> <li>• Supervision within LEA ratios</li> <li>• Suitable embarkation points used (e.g. coach park, onto wide pavement)</li> <li>• Close supervision and head counts during any breaks in journey and getting on and off coach</li> </ul>
Minibus	<ul style="list-style-type: none"> <li>• Minibus meets "M2" standard</li> <li>• Minibus driver has PVC or NCC Permit to drive (PCV licence if abroad)</li> <li>• Bus has small bus permit in windscreen</li> <li>• Driver ensures seatbelts are used</li> <li>• Luggage on roof does not exceed 100kg</li> <li>• Luggage in vehicle securely fastened and clear of aisles</li> <li>• If abroad, minibus and drivers' hours follow EC requirements</li> <li>• Driver must read and follow LEA policy for educational visits re minibuses</li> <li>• Care always taken in parking in suitable place for disembarkation</li> <li>• Close supervision and head counts during any breaks in journey and getting in and out of bus</li> </ul>
Use of private vehicles	<ul style="list-style-type: none"> <li>• Driver confirms car is insured to carry pupils and is roadworthy</li> <li>• Seatbelts worn at all times</li> <li>• Permission obtained from parents</li> </ul>
Service station and other breaks in journey, risk of being left behind or separated from group	<ul style="list-style-type: none"> <li>• Brief pupils:               <ul style="list-style-type: none"> <li>&gt; Re purpose and timings of stop</li> <li>&gt; How and where to contact staff</li> <li>&gt; Remain in pairs or threes (buddy system - each responsible for named other)</li> <li>&gt; Remind re moving traffic (driving on right abroad)</li> </ul> </li> <li>• Careful head count before departure</li> </ul>

Activities Local to the School – Level 1 Visits (including locality studies, Local walks, visits to local church, local sports competitions etc.)

Follow LEA generic risk assessments above (All Educational Visits and Travel) plus specifically consider:

<b>ISSUE</b> <b>(Transport/Site/Group/Leader/Activity)</b> <b>Identifying the Hazards – Assessing the Risk</b>	<b>HOW TO MANAGE IT</b> <b>Control Measures – Reducing the Risk</b>
Parents unaware of activity	<ul style="list-style-type: none"> <li>▪ Follow LEA and school's agreed policy for "routine" visits including informing parents annually or specifically that children will be off-site</li> <li>▪ Information to parents</li> </ul>
Traffic accident	<ul style="list-style-type: none"> <li>▪ Follow LEA generic risk assessment (Section 2) – travel</li> <li>▪ Think through journey to be made and plan supervision accordingly</li> <li>▪ If a traffic survey, plan suitable low risk locations for pupils to operate from</li> <li>▪ Brief pupils and staff</li> </ul>
Pupil separated from group, abuse by member of the public	<ul style="list-style-type: none"> <li>▪ Pre-plan supervision and ensure sufficient staff</li> <li>▪ Ensure pupils understand arrangements, that they are part of a school party and must stay with group and follow instructions</li> <li>▪ Have a list of who is in the group. Head count when leaving school and returning to school and at key points e.g. when leaving a building or venue</li> <li>▪ Information to parents</li> </ul>
Illness or accident	<ul style="list-style-type: none"> <li>▪ Ensure sufficient supervisors to deal with an incident and care for rest of group</li> <li>▪ Take mobile phone to be able to call school or emergency services</li> <li>▪ Pupils have medication if necessary (e.g. asthma inhalers)</li> <li>▪ One leader to be responsible for first aid and carry first aid kit</li> <li>▪ If conducting a litter survey arrange suitable protective gloves and equipment if pupils are to handle litter</li> <li>▪ Ensure group have protective clothing for prevailing weather</li> <li>▪ Ensure plan in place and all understand this</li> </ul>
Behaviour or special needs of individual pupils	<ul style="list-style-type: none"> <li>▪ Suitable arrangements are made for any pupils with special educational needs (see general risk assessments all educational visits)</li> </ul>