



High Bank Junior, Infant & Nursery School

Educational Visits Policy

Approved by:
Policy

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1. Purpose

High Bank Junior, Infant & Nursery School recognises the value of off-site educational visits in achieving high quality learning outcomes for young people. This Policy summarises how the school ensures that off-site educational visits are delivered safely and achieve the best possible learning outcomes. This policy is non-statutory but incorporates statutory guidance in the form of health and safety.

2. Definition

An educational off-site visit is defined as any organised activity or visit where pupils and staff leave the sites geographical boundaries. Offsite visits can be routine or occasional, take place both in and out of school hours, and carry different levels of risk.

3. Sources of Further Information

The school operates under the **Kirklees Council Guidance for Outdoor Learning, Off-Site Visits and Adventurous Activities**, and as such, adopts the principles of this guidance document (which is available on [Evolve](#) in the Resources section).

The school operates within the parameters of [National Guidance](#) for off-site visits, written by the Outdoor Education Advisors Panel (OEAP).

4. Roles and Responsibilities

The roles involved in the delivery of an offsite visit are listed below. The responsibilities for each role can be found on the [OEAP Website](#) by searching the role name.

- Visit Leader
- Assistant Visit Leader
- Educational Visits Co-Ordinator (EVC)
- Head Teacher/Manager
- Employer
- Governors
- Local Authority Officer

The school EVC has oversight of staff role competence and when necessary, ensures that staff receive appropriate training and are given opportunities to gain knowledge and experience by leading visits with support from a more experienced visit leader, etc.

5. Visit Planning, Delivery, Monitoring and Evaluation

Any staff member planning an off-site visit should obtain outlaying approval from the Head Teacher for the visit to take place, in advance of any bookings. The Visit Leader should plan all elements of the visit, which include, but are not limited to:

- Arranging the itinerary and logistics.
- Choosing safe and competent third-party activity, transport, and accommodation providers.
- Completing risk assessments and mitigating risks so far as is reasonably practicable.
- Liaising with parents and carers and obtaining consent.
- Planning for emergencies (inc. first aid).

A full visit planning checklist is available on the [OEAP website](#).

It may be appropriate for the visit leader to involve others in the visit planning, such as the Assistant Visit Leader, the EVC and the Head Teacher.

All offsite visits are planned on the [Evolve](#) website, and all documents, including documents used in the planning, delivery and following visits (such as accident forms) are uploaded to the visit form to ensure documents can be accessed in future.

The school periodically monitors the delivery of school and provider led aspects of visits to ensure that risk assessments and other controls are adhered to, and to ensure that visits are achieving their intended learning outcomes. The EVC is responsible for ensuring that aspects of visits are periodically monitored.

To measure whether visits achieved their intended learning outcomes, the Visit Leader is responsible for ensuring that visits are evaluated. The Visit Leader may choose to conduct an evaluation with just the staff team on the visit, or with both the staff team and pupils. The learning from evaluations should be shared with other school staff involved in visits to improve the quality of future visits.

6. Transport

The school will use a variety of transport methods on visits, which may include coach, bus, train, aeroplane, and taxi. The Visit Leader is responsible for ensuring that transport providers are safe and competent. The Visit Leader should consider the following when booking and travelling on transport:

- Supervision of children and young people on the transport.
- The reputation of the transport operator (Note: an approved list of Kirklees Council transport providers is available on [Evolve](#) in the resources section).
- The level of qualification of drivers and operators (for example, the type of licence, the number of penalty points and further advanced training qualifications completed).
- The provider's insurance arrangements.
- The condition of the vehicle (for example, tax and MOT status and the level of servicing and maintenance).
- The availability of seats and seat belts, and seating arrangements.
- Ensuring children and young people know what is expected of them.
- Ensuring that drivers and operators comply with legislation regarding the frequency and duration of periods of rest.
- Travel sickness, medication, and first aid.
- The availability of toilet facilities and/or the health and safety implications of stopping at service stations, etc.
- Accessibility needs of children and young people, and staff.
- Regular head counts.
- The availability and use of safety features (for example seat belts and life jackets).
- Disembarking from transport onto the road or land.
- The completion of logged safety checks prior to using the vehicle.
- Emergency procedures, emergency exits and rendezvous points.

- The security of travel documents (for example travel tickets, passports, etc.).
- The need for DBS certifications from drivers.

School purchases Occasional Business Use insurance via Kirklees for staff to use their own vehicles for transporting pupils if required. All staff have the following checked annually and must report any changes immediately to the Headteacher:

- Driving Licence
- Insurance Certificate, MOT and tax of car to ensure it is roadworthy
- DBS certification remains current

Staff are not permitted to transport pupils in their care alone and further information can be found in the High Bank JIN School Transporting Pupils in Staff Cars Policy.

7. First Aid

The Visit Leader should assess the first aid requirements for each visit. They should consider the first aid requirements and availability from both the staff team on the visits, and transport, accommodation, and activity providers.

Records of staff first aid training should be maintained, and the EVC is mindful of certificate expiry dates and requirements of legislation and any national governing bodies.

Note: Training/qualifications such as first aid certification are added to staff profiles on Evolve.

Any medication required during a visit is administered in accordance with High Bank JIN School Medical Needs Policy.

8. Visit Types and Approval

The table below lists the three types of visits, and the approval chain.

Visit Type	Further Information	Approval Chain
Local area visit	A visit that takes place within walking distance. Visits may include visits to the local swimming pool, church, or library.	1. Visit Leader 2. EVC
Lower risk visit	A visit that does not include an adventurous activity, and/or is not a residential, and/or does not take place overseas. Adventurous activities are listed in the Kirklees Council Guidance for Outdoor Learning, Off-Site Visits and Adventurous Activities (available in the Resources section of Evolve).	1. Visit Leader 2. EVC 3. Head Teacher
Higher risk visit	A visit that includes an adventurous activity, and/or is a residential, and/or takes place overseas. Adventurous activities are listed in the Kirklees Council Guidance for Outdoor Learning, Off-Site	1. Visit Leader 2. EVC 3. Head Teacher 4. Local Authority

	Visits and Adventurous Activities (available in the Resources section of Evolve).	
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9. Accident and Emergency Management

The school has an Emergency Plan, which includes the emergency procedures for off-site visits. The school emergency plan is tested regularly and updated to include learning from tests and real activations. This is stored under the Resources section on Evolve.

Where the school's emergency procedures are overwhelmed, or when there has been a serious incident or fatality, or when an incident is likely to attract significant media attention, the school will seek assistance from the Local Authority Emergency Planning Team

All accidents that occur on off-site visits are reported to the Head and Business Manager in line with the First Aid Policy. The Business Manager reports to Kirklees Corporate Safety via the Claim Control Portal on Kirklees Business Solutions whilst the Headteacher undertakes an investigation.

10. Parent/Carer Consent

Activities that take place within the school's geographical boundaries, that are part of normal curriculum, and take place within the schools normal operational learning time do not require parent/carers consent.

For routine off-site visits, the school obtains consent annually via the Student Update Form.

For all other visits, the school obtains visit specific consent via Parent Pay. To ensure that parents and carers are fully informed of the visit prior to giving consent, the **school** makes information available via letters, and for some higher risk visits, in person/virtual briefings.

11. Inclusion and Dismissal of Pupils When on Visits

The school will make reasonable effort to ensure that all pupils are able to take part in visits and achieve the same educational outcomes through reasonable adaptation of activities. In circumstances where the school is unable to accommodate a pupil(s) on a visit due to additional needs, the pupils' parents/carers will be contacted and the rationale discussed, and ideally mutually agreed via signatures from both parties. .

In advance of visits, pupils will be reminded how they should conduct themselves and the implications of breaching rules. Where rules are breached, the Visit Leader can dismiss pupils from the visit. When a pupil is dismissed from a visit, parents/carers will be contacted and arrangements will be put in place to ensure that the pupil is safely transferred from the visit to their parent/carers.

12. Insurance

The school purchases insurance via Kirklees Risk Management and requests up to date insurance from visit providers on each occasion. These are uploaded to Evolve.

13. Charging for Visits

Details can be found in the High Bank JIN School Charges and Remissions Policy.

14. Risk Assessments, Safeguarding and Supervision

Risk assessments will be in place for all aspects of offsite visits. For aspects of the visit that the school is responsible for, the Visit Leader will lead on the completion of risk assessments in collaboration with other appropriate staff. The Visit Leader will also ensure that adequate risk assessments are in place for aspects of the visit led by providers. For some visits, pupil specific risk assessments may be required. These risk assessments will be written by the Visit Leader, in collaboration with support staff, and parents and carers where necessary. All risk assessments will be shared with staff and volunteers attending visits in advance of any visits.

During some visits, dynamic risk assessments may be required to respond to emergencies and developing situations. The staff team on visits should consult to decide on the best courses of action, and when possible, decisions, rational and actions should be logged.

Adequate supervision will be always maintained through visits. The schools adopts the recommended Kirklees Council staffing ratios below:

<u>Visit Type</u>	<u>Recommended Kirklees Council Staff:Pupil Ratio</u>
Visit where risks are normal (cathedral visit, local church, local study).	1:15
Any visit where adventurous activities are undertaken. Or Residential (including overseas) visits where school staff are not leading activities and are providing pastoral care only.	1:10
Residential visits where school staff are leading activities.	1:8
Visits involving children under the age of 8.	1:6

15. Alcohol and Drugs

Under no circumstances are recreational drugs or alcohol permitted on visits, but prescription drugs used by staff and pupils should be declared in advance of a visit to ensure that any side effects of the drugs (i.e. drowsiness, etc.) can be assessed and arrangements can be put in place to risk assess the side effects, and keep medication safe.

16. Data Protection

Almost all off-site visits will involve the processing of personal data. The term processing includes the collection, recording, storing, adapting, retrieving, consulting, using, disclosing, and deleting of personal data. Personal data may include, but is not limited to

emergency contact details, medical and dietary information, care plans and information about the attitude or behaviour of an individual.

All data will be processed in accordance with the Data Protection Act (2018), which includes the General Data Protection Regulation (GDPR).

For some visits, personal data will need to be shared with providers that are not affiliated with the school. Where this occurs, the Visit Leader should obtain assurances that the provider is compliant with the Data Protection Act (2018) in advance of any sharing.
