



# MEADOW PARK SCHOOL

## Educational Visits Policy

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## **CONTENTS**

Page 3	Introduction Statement of values Aims and purposes of Educational Visits
Page 4	Procedures Local responsibilities
Page 5	Approved procedures and consent
Page 6	Emergency procedures First aid Accidents & incidents Risk assessment
Page 7	The expectations of students and parents Staffing Contributions
Page 8	Arrangements
Page 9	Appendix A (part 1)
Page 10	Appendix A (part 2 & part 3)

## **Introduction**

Meadow Park School adopts the guidance issued in the DFE document 'Health & Safety of Students on Educational Visits' (HASPE). This is to ensure consideration for the health & safety of all those involved and to maintain the educational quality of visits and value for money. The school's current Educational Visits Co-ordinator (EVC) is Luke Billyeald, Head of House.

## **Statement of values**

The Local Governing Board seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement, the Local Governing Board recognises the significant educational value of visits and activities that take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage cooperation, teamwork and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can play a particular part in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health & safety and welfare of all participants on the Local Governing Board, Acting Principal, party leaders, members of staff, volunteers, students and parents/carers. Meadow park School also has responsibilities to other members of the public and to third parties. This policy on Educational Visits and off-site activities therefore complements the wider school health & safety policy.

## **Aims and purposes of Educational Visits**

Meadow park School has a strong commitment to the values of learning beyond the statutory school day and beyond the school premises by use of carefully planned educational visits.

Meadow park School aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

They serve to:

- Bring breadth to the learning experience
- Stimulate enquiry
- Encourage tolerance and quality in relationships between all involved
- Extend, enlighten and enrich the curriculum and the student's learning experience

Residential courses should further self-discipline, organisation, empathy and recognition of our interdependence. This forms part of the school's role to provide a broad and balanced curriculum, which provides spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

The Local Governing Board has given its approval to the following types of activities to support the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework etc.) •  
    School teams away fixtures
- Regular local visits
- Day visits for a particular year group
- Residential visits
- Overseas visits
- Adventure activities
- Other trips deemed relevant to enhancing experiences for students

### **Procedures**

1. Staff wishing to plan and undertake a visit should complete Appendix A, Part 1, and submit to the EVC at least 4 weeks before the date of the visit (Parts 2 & 3 to be completed in due course, however cover must be looked at and actioned when the application first goes in)
2. Outlined permission will be granted when:
  - all the requirements identified in the Educational Visits Policy are met
  - the visit can be accommodated within the school timetable
  - the ethos of the visit is one with which the school wishes to be associated
  - All steps within the EV1 form are complete including a short meeting with the EVC
3. When the visit involves additional or high-risk activities, foreign travel or is a residential visit then details of the visit will need to be approved by the Local Authority through Evolve.
  - A notice period of one term for high risk activities is required
  - A notice period of two terms is required for residential trips
  - A notice period of 3 terms is required for an overseas trip.
4. Once pre-approval has been received, the visit leader can complete the planning organisation for the visit. When all details are completed, they must be submitted for final approval. This should be a minimum of 10 days before the visit. Any trips that are residential or considered high risk will need to be submitted to Evolve with 4 weeks notice.
5. Regular repeated visits may receive block annual approval, subject to parents/carers being made aware of every visit, especially any involving a return time outside of the normal school day will require written consent.
6. Following each visit the leader will undertake a review, complete the evaluation on Evolve and add a note to Evolve confirming who did and did not attend the activity. Any incidents or accidents will be reported in

accordance with the reporting requirements. Leaders of visits that have involved considerable time and financial resources, such as a residential visit, will provide a short report evaluating the travel, transport, facilities, quality of any providers, success and value of the visit. They must then submit this to the EVC through Evolve.

7. After each visit a short meeting with the EVC will be completed to go through any WWW and EBI's for future trips.
8. All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **Local responsibilities**

The EVC is the responsible officer for ensuring visits are approved, that all visits approved can be accommodated within the timetable, and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visits Co-ordinator is a staff member who has received relevant training and induction. He/she is delegated with the following tasks:

- To grant verbal permission that the leader may plan a visit, after deciding that the timetabling and ethos of the visit are acceptable.
- To check the Evolve online form, check all visit details are completed, and ensure that the annual record of visits is maintained.
- To check that all requirements for approving a visit as identified in this policy and the Local Authority guidance located on the Q:Drive have been undertaken.
- To liaise with the Headteacher and grant outline permission for a visit to go ahead and signify this by approving on the Evolve site.
- To check that the further requirements for residential or foreign travel and additional or high-risk activities, have been undertaken.
- The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

**Note:** Any tasks not indicated in the above list remain that of the Headteacher. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### **Approval and consent**

They will have attended an EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

The Headteacher will keep the Local Governing Board aware of its educational visits and events programme through the Local Governing Boards' reporting procedures.

Before a visit is advertised to parents/carers the Headteacher and the EVC must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

For regular local visits during school hours and local sporting visits or trips returning to school prior to 6pm parents/carers will be asked to sign a general letter of consent for participation when their son/daughter enters the school. Parents/carers will be informed of the event via text/email with 24 hours notice of the event.

Parents/carers will be informed of any cancelled trip or local sporting event (by letter/telephone call/via their son/daughter) if an activity has been cancelled.

For any visit lasting for more than one day or involving significant travel/adventure activity, parents/carers will be asked to sign a form, which consents to their son/daughter taking part. The school has a standard form that should be used for this purpose.

As part of the parental/carer consent procedure, parents/carers will be fully informed of the arrangements for the visit, and activities involved. For all residential visits' parents/carers will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

### **Emergency procedures**

The risk assessment and emergency protocols document for each visit will identify the relevant emergency procedures during the visit; both must be uploaded onto Evolve. For visits extending beyond the school day this includes designating a contact number to act as a link between the party, parents/carers and the school in the event of an emergency.

Meadow park School will appoint a member of the Senior Leadership Team as the emergency school 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 group leader will leave full details of all students and accompanying adults with the emergency school contact, including the home contact details of parents/carers and next of kin as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school system.

### **First Aid**

We aim to ensure that students will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid

and where necessary, hold an up to date first aid certificate; this may involve staff at the centre or location visited.

### **Accidents & incidents**

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school's Health & Safety Policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

### **Risk assessment**

Risk assessment will identify significant risks and take measures to control these using the HSE 'five steps to risk assessment' model:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record findings
- Review assessments and revise if necessary

**A risk assessment must be undertaken prior to all educational visits and off-site activities and an emergency protocol document must be completed to outline what actions will be taken if the situation arises.**

The Headteacher delegates this responsibility to the member of staff organising the visit or activity. The EVC must approve and sign the risk assessment and emergency protocols document before the visit/activity is allowed to go ahead. The risk assessment must include SEN/Medical needs of the specific group of children participating.

Staff planning a trip or visit must consult the medical directory as part of the planning. If a student has a care plan or a significant medical need then please discuss arrangements with the SENDCo or Assistant SENDCo. SEN staff can provide support when completing individual risk assessments if necessary.

**Note** Further guidance can be found on the Evolve site.

### **The expectations of students and parents/carers**

Meadow Park School has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will form part of the condition of booking by the parents/carers and will include the potential of withdrawal of a student prior to or during a visit if their conduct is deemed such that it would have led to a suspension from school. Students are expected to follow the behaviour policy when on trips and staff will follow the consequences and reward system where appropriate.

## **Staffing**

Meadow Park School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Staff are expected to remain professional at all times and behave in line with school's code of conduct.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments, through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Meadow Park School does not normally support additional people accompanying a party on an educational visit if they are not students at the school or consortia schools, or part of the agreed staff complement. This may include family members if the Local Governing Board is not satisfied that there is an educational benefit for the students.

The appointed group 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 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 and to prepare the emergency protocols document.

## **Contributions**

Meadow Park School may ask for voluntary contributions for trips that students must attend as part of the course. Parents/carers should be made aware that the contribution is not compulsory, and that the children of parents/carers who do not contribute may not be discriminated against. It is permissible to ask parents/carers to contribute more than the minimum amount to subsidise those students whose parents/carers have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions.

## **Additional requirements for Duke of Edinburgh expeditions and Geography fieldtrips (or similar activities)**

Staff are required to hold appropriate qualifications for taking out Duke of Edinburgh expeditions. The required qualifications and ratios of students to numbers of qualified staff are updated by Duke of Edinburgh and/or Coventry City Council periodically and the Duke of Edinburgh Co-ordinator and EVC must check these have been met before planning or undertaking any expedition.

Depending on the terrain that a fieldtrip is taking place in, there may be a requirement for a member of staff on the trip to hold a National Governing Body qualification. The trip leader should check this with Coventry City Council before planning any fieldwork and ensure that a member of staff on the trip does hold any necessary qualifications.



For any fieldwork activities taking place at water margins, near, on or in water a member of staff on the trip should have completed an accredited National Water Safety Management Programme course (levels 1 and 2). This will be checked with Coventry City Council by the EVC.

### **Arrangements**

- The EVC will ensure that the guidance in respect of educational visits and journeys is followed by all staff involved in organising visits.
- The EVC will ensure that they have approved all visits and journeys organised by school staff.
- The EVC will ensure that approval is obtained for those visits requiring such approval.
- The Health & Safety Manager will ensure that this policy is reviewed every two years.

### **Regular Local Visits**

Please see the map relating to the area including local visits. They will comprise of:

- Any schools within Finham Park Multi Academy Trust
- Any regular trips within the Coventry area

When undertaking local trips during the school day staff will need to:

- Ensure any students without blanket consent gain individual consent letters for the fixture or trip
- Ensure that parents are made aware of their child's participation by text home at least 24 hours prior to the event.

### **Sporting Fixtures /Event Policy**

The sporting fixture policy relates to any fixtures within the local visits area map. Any fixtures which take place further away will require full consent to be gained from parents and risk assessments to be completed.

When undertaking local sporting fixtures during or after schooltime staff will need to:

- Ensure any students without blanket consent gain individual letters for any fixture
- Ensure that parents are made aware of their child's participation by text home at least 24 hours in advance of the event
- Any students added on the day will require a phone call home to inform parents
- Ensure if students are returning after 6pm that parents are made aware and consent gained. This will need to be written consent including how the child will return home upon returning to the school.

# Application to Undertake an Educational Visit **EV1**

Staff Lead: \_\_\_\_\_

Date of application: \_\_\_\_\_

Proposed number of staff? \_\_\_\_\_

Proposed visit and activities:
1)
2)

Intended outcomes (educational purpose):
1)
2)

Venue:

Date(s) of visit:

Time of visit from and to:

Total No. of Students:

No. of Males:

No. of Females:

Pupil Premium (numbers):

Year Groups (tick):    7     8     9     10     11     12/13

Expected mode of Transport(s):

Walk     School Minibus     Public Bus     Private coach     Trains     Flight

Who is funding? \_\_\_\_\_

Cost of visit per child: £ .....

Please identify whether the Visit is:    residential     overseas     hazardous

If you have answered yes to any of the above questions make sure you have checked the lead in times

## **Staff Checks – all checks must be completed before any bookings are complete and letters sent home**

Signed	
<input type="text"/>	1) Kerry Secker – Kerry will approve the trip in principle based on the learning outcomes of it.
<input type="text"/>	2) Cover – Please check with cover that we have enough staff to cover those on the trip and proposed staff are added to SIMS for cover needed on the day (s)
<input type="text"/>	3) Finance – Please ensure finance are happy that the costs are covered appropriately
<input type="text"/>	4) Calendar – Please check with ETO that it is added to the calendar
<input type="text"/>	5) EVC – Please check with the EVC to ensure that staffing is suitable and timescales can be met

### **All Trips must fit in with Evolve requirements.**

**For UK Venues**, this form should be returned at least **four working weeks** before departure

**For high risk visits and residential** the form should be returned at least **two terms** before departure.

**For other overseas visits**, the form should be returned at least **3 terms before** departure.

## Staff quick tick sheet

INFORMATION REQUIRED	PLEASE COMPLETE
EV1 FORM COMPLETED	YES/NO
STAFF COVER FORMS SUBMITTED	YES/NO
MEETING WITH EVC	YES/NO
TRIP BOOKED	YES/NO
TRANSPORT BOOKED	YES/NO
LETTER HOME TO PARENTS/CARERS (With ParentPay details)	YES/NO
CONSENT FORMS COLLECTED IN	YES/NO
STUDENT AND STAFFING LISTS CONFIRMED	YES/NO
EVC FORMS COMPLETED (INCLUDING RISK ASSESSMENT AND EMERGENCY PROTOCOLS)	YES/NO
EVOLVE APPROVED	YES/NO
WORKBOOK CONTAINING ALL INFORMATION PASSED TO OFFICE, EVC, SLT	YES/NO
ALL TRIP PHONES PASSED TO RELEVANT PEOPLE	YES/NO
<b><i>Students not arrived or attending the trip have had contact home</i></b>	YES/NO

# Trip Numbers

Parental Phone number to go in letter: 07858 687662

The following numbers are not to be shared with parents

Trip leader phone number: 07780281549

EVC phone number: 07780281805

2<sup>nd</sup> Emergency: SLT link as appropriate

No: \_\_\_\_\_

HEAD OF SCHOOL: Bernadette Pettman

No: \_\_\_\_\_

# FLOW DIAGRAM FOR COMPLETING EDUCATIONAL VISIT PACK

## Non-local trips

### Timescales

**Overseas** – at least three terms notice

**Residential** – at least two terms notice

**Day trip** – at least 4 weeks notice

Complete pre-trip proposal form (EV1) and ensure the following checks are made

- SLT enrichment and performance
- Cover
- Finance
- EVC
- Calendar

- Do not make any booking or send any letters prior to the EV1 form being completed

## Local Trips

Is the trip regarded as a local trip

- During school time
- To a MAT school or a primary feeder

- Ensure cover has been arranged and approved by ECA and your line manager
- Complete evolve form with a minimum of 24 hours notice
- Announce in briefing
- Ensure register is left with office staff upon leaving

Now you are able to begin the finer details of planning the trip as it is approved in principle

- Create and send letter home to parents via EVC and then
- Letter reply slips to be returned and collected
- Ensure that payments are available to be made on parent pay and list of accepted students to finance
- Add risk assessments to evolve for
  - Travel
  - Activities
  - Specific students needs
- Add emergency procedures (nb any major city will need procedure for terrorist event)
- Contingency plans (e.g trip leader ill)

- Once completed Submit the form on evolve and await response
- Once feedback given make any necessary changes to documents and update on evolve
- Continue to amend based on comments from EVC until approved by the headteacher

- Evolve is now passed final arrangements and paperwork to be formed
- Trip pack should include
  - Paper registers for staff
  - Emergency contact details for all students
  - Any relevant students and staff information
  - All Risk assessments, emergency procedures
  - Itinerary
- Copies of trip pack with 1. EVC, 2 SLT link, 3 office
- For overseas or residential BPE will require a pack

Contact home for any students who have not arrived for the trip and therefore wont be attending.  
Leave a register with reception / attendance  
Inform EVC once returned



- Evaluate the trip on evolve
- WWW and EBI's discussed with EVC
- Add trip to school newsletter

Staff / EVC? completes online **EVOLVE** notification



Visit Leader completes **EV7 Risk Assessment**



Visit Leader meets with EVC with a copy of **all paperwork**, including **emergency** contact details for students and staff.  
COPY TO BE PASSED TO SLT LINK



On return from visit, Visit Leader to notify EVC/ SLT LINK of return and inform of any incidents or near misses

