

MIDDLETON PRIMARY SCHOOL

Educational Visits Policy

Date of adoption:

Review by: **A Margerson February 2022**

Date of next review: **2023 following PKAT consultation**

Context

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Middleton School a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty
- Increased critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Students are active participants not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Middleton Primary School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit & Approval

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.

These follow the 'School Learning Area' Operating Procedure (Appendix 1).

2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking.

3. Visits that are overseas, residential, or involve an adventurous activity.

These follow 2. above, but the EVC then submits the visit to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits taking into account the needs of the children in the group including medical and safeguarding issues, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The EVC is Amanda Margerson who will support and challenge colleagues over visits and learning outside the classroom. She is the first point of call for advice on visit related matters. The email address amargerson@mps.pkat.co.uk should be used for this purpose. The EVC will check final visit plans on EVOLVE before submitting them.

The Head teacher has responsibility for monitoring and final approval of all visits.

The Governors are supportive of staff carrying out visits and learning outside the classroom. They have access to EVOLVE to be able to monitor visits. Notification of all visits is sent to the Chair of Governors, Bernard Champness.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
- Supervision by Senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of visit leader

In deciding whether any member of staff is competent to be a visit leader the Head Teacher will take into account the following factors:

Middleton Primary School

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 5). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Middleton Primary School Educational Visits Checklist forms part of the risk management process for visits and off-site activities, (Appendix 4). This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Middleton obtains signed blanket consent, for all local area visits, when a child starts school. This permission should be renewed annually. The letter should be translated for EAL parents. (*Appendix 7*)

For residential visits, visits extending beyond the school day or visits out of the Area, specific consent should be requested by letter with a signed reply slip and **including a request for information on any changes in their child's medical details and contact details.**

Inclusion

All children should be included in school trips. Any reasons for a child not to be included (religious beliefs or behaviour etc) must be discussed with the Head Teacher at the onset of planning. The EVC and parents/carers of the child must be informed.

Charging / funding for visits

Middleton Primary School

Schools are permitted to ask parents for money to cover residential lodging fees, but are not permitted to ask for funds to cover activities that take place during school hours, such as, for example, museum entry fees, although voluntary funding can be asked for. Parents of pupil premium children should not be expected to pay any charges for a school trip, including residential trips.

A trip will only run if sufficient voluntary contributions are received. Visit leaders are encouraged to discuss a payment plan and means of financial assistance with the Finance Manager ,Mrs Tomlin and Pupil Premium manager Mrs Alma McGonigle, at an early stage of planning.

Transport

Transport should be discussed with M Tomlin who follows Peterborough City council advice in booking transport. The email address office@mps.pkat.co.uk should be used for this purpose. The transport quote must be accepted by the visit leader by email.

Use of staff cars to transport pupils – A generic private vehicles risk assessment should be used. The staff member should have a current valid driving licence and ensure that the vehicle is legal and roadworthy in all respects Insurance must be 'Use by the Policyholder in connection with the business of the Policyholder'. A member of staff should avoid transporting a child on their own.

Insurance

Educational visits are covered by Middleton school's insurance policy.

Generic Risk Assessments

Generic risk assessments include;

Local Walks

Swimming

Coach Journeys

Mini bus journeys

Car journeys

All are available on EVOLVE.

Appendix 1 – School Learning Area

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent.
- should be recorded on EVOLVE if regular, eg swimming lessons
- should follow generic risk assessments available from the EVOLVE web site. Event Specific Notes will identify any additional risk and be approved by the EVC.
- Senior staff identified in appendix 2 are able to carry out local area visits by completing a signing out sheet (Appendix 3)

Boundaries

The boundaries of the territory are shown on the attached map. This area includes the following frequently used venues:

- A – Sprignal Park and Cotton End
- B – Jack Hunt School
- C – Bretton Baptist Church
- D – Bretton Centre and Library

We use this area on a daily basis for a variety of learning activities and approved staff are allowed to operate in this area without completing the visit approval process so long as they follow the agreed standard operating procedure. The EVC and the office maintain a list of currently approved staff.

Operating Procedure

The following are potentially significant hazards within our extended territory:

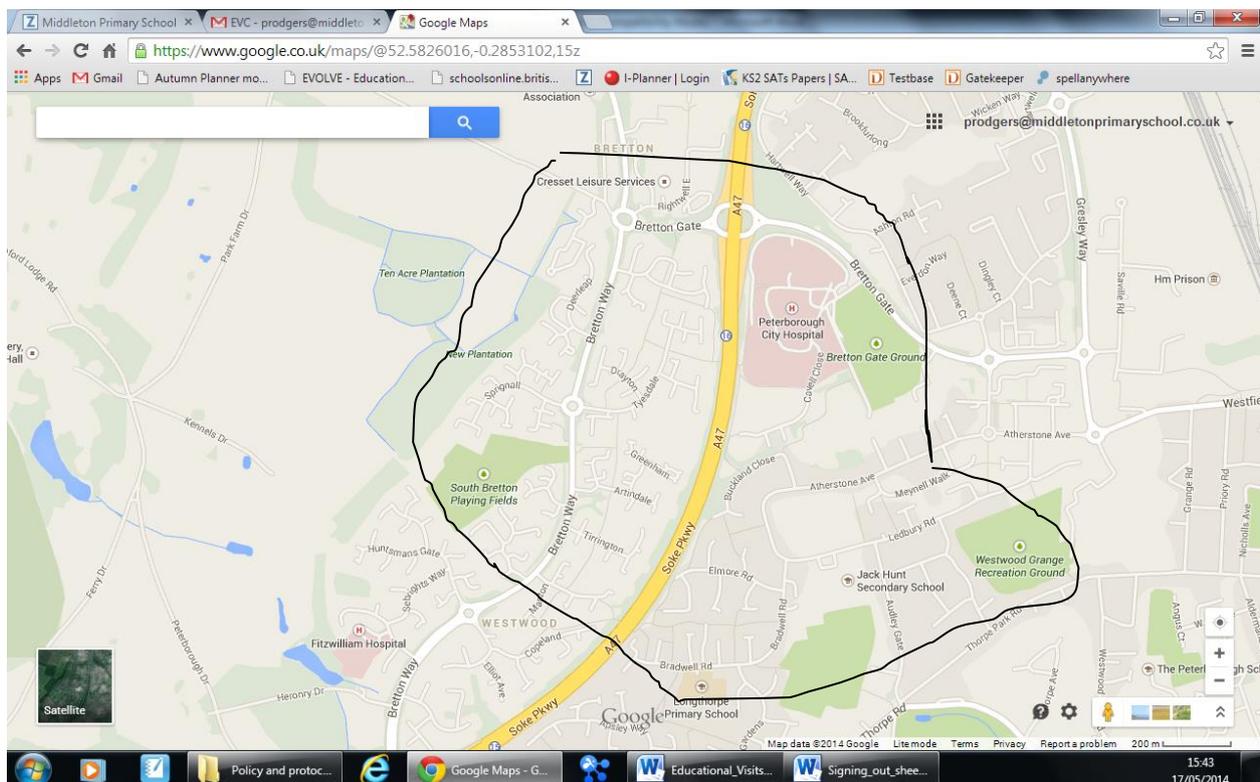
- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish, syringes etc)

These are managed by a combination of the following:

- The head, deputy, assistant head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment is approved. A current list of approved staff is maintained by the EVC
- The concept and operating procedure of the extended learning terrain is explained to all new parents when their child joins the school.
- There is always a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas' and have practiced appropriate management techniques.

Middleton Primary School

- Children have been trained and practiced standard techniques for road crossings in a group.
- Children are fully briefed on what to do if they become separated from the group.
- Remotely supervised work in the school grounds is done in 'buddy' pairs as a minimum.
- Children's clothing and footwear is checked for appropriateness before leaving school and staff carry additional spare clothing, a survival blanket and a first aid kit.
- **Visit leaders must be aware of any relevant safeguarding or medical conditions of children they take out and should carry student medical information and inhalers etc.**
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return. A mobile is taken with each group and the office have a note of the number(s)
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles) Children should be instructed not to pick up any potentially dangerous items.



Appendix 2

List of Approved staff to lead type 1 visits in the local area without completing the visit approval process.

Alma McGonigle
Sally Hudson
Sara Downer
Chris Pearce
Andy Hudson

Other staff are able to lead visits in the local area but must complete the visit approval process.

Appendix 3

Middleton Primary School

Signing- out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues. Keep a record of this sheet.

Leave this completed form in the office or other agreed place when you go out.

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) Names of children with: medical needs, e.g. Inhalers; Behavioural needs	

Appendix 4

Middleton Primary School Educational Visits Checklist

Middleton Primary School

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'.

In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for participants prior to the visit? yes
4. Have medical, behavioural and safeguarding issues been taken into account? yes
5. If using an external provider or tour operator, does the provider hold an LOtC Quality Badge or have they satisfactorily completed and returned a 'Provider Form'? yes n/a
6. Are transport arrangements suitable and satisfactory? yes n/a
7. If residential, have appropriate measure been taken to ensure the suitability of accommodation? yes n/a
8. Has a pre-visit taken place? yes
9. Do the adults in the party have the appropriate skills for the visit? yes
10. Have any adult helpers (non LA employees) been approved by the EVC as to their suitability? yes
11. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? yes
12. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
12. Are all support staff and helpers aware of and comfortable with their roles? yes
13. If appropriate, have Event Specific Notes been made and will these be shared with all relevant parties? yes
14. Does at least one member of staff know the participants that are being taken away, including any behavioural, medical or safeguarding issues? yes
15. Have participants been advised in advance about expectations for their behaviour? yes
15. If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
16. Are participants aware of the nature and purpose of the visit? yes
17. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? yes
18. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
19. Are medical needs and contact details of participants up to date? yes

Middleton Primary School

20. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
21. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
22. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? yes
23. Is a first aid kit (appropriate to the visit) available? yes
24. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? yes
25. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
26. Are full details of the visit at PCC, or recorded on EVOLVE, and if appropriate with Middleton's Emergency Contact(s)? yes
27. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? yes
28. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? yes n/a
29. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? yes n/a
30. A mobile phone should be taken. Are you aware of the reception in the area you are visiting? yes n/a
31. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
32. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
33. Have all financial matters been dealt with appropriately? Ensure the Office Manager is fully briefed and has copies of all relevant information yes
34. Has the visit been approved by the EVC and Head Teacher? yes
35. If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? yes n/a
- During the visit
36. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the school's normal hours? yes
37. Does the school office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes

Middleton Primary School

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|-----|--|--------------------------|--------------------------|
| 38. | Do staff have sufficient funds to allow for any contingencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 39. | Do staff have any relevant literature, work sheets, clipboards, etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 40. | Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? | <input type="checkbox"/> | |
| | | yes | |
| 41. | Are participant numbers being checked at appropriate times? | <input type="checkbox"/> | |
| | | yes | |
| 42. | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 43. | Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 44. | Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 45. | If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 46. | Do participants know what action they should take if they become separated from the group? | <input type="checkbox"/> | |
| | | yes | |
| 47. | Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? | <input type="checkbox"/> | |
| | | yes | |

At the end of the visit

- | | | | |
|-----|---|--------------------------|----------------------------------|
| 48. | Are appropriate arrangements in force for the dismissal of participants? | <input type="checkbox"/> | yes |
| 49. | Has the Visit Leader reported back to the Educational Visits Coordinator? | <input type="checkbox"/> | yes <input type="checkbox"/> n/a |
| 50. | Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? | <input type="checkbox"/> | yes |
| 51. | Have all staff and helpers involved in the visit been thanked for their input? | <input type="checkbox"/> | yes |

Appendix 5 Emergency procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant safeguarding or medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information, safeguarding issues and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card (*Available via www.oeap.info*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Peterborough City Council 07920 160001 (24 hours) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Alma McGonigle		
Sally Hudson		
Peterborough City Council Emergency Contact	07920 160001 (24 hours)	-

Amanda Margerson		
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Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Peterborough City Council Emergency Contact 07920 160001 (24 hours)

Be prepared to give: Your name and Establishment/Group
Phone number & back up phone numbers
Exact Location
Nature of Incident
Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

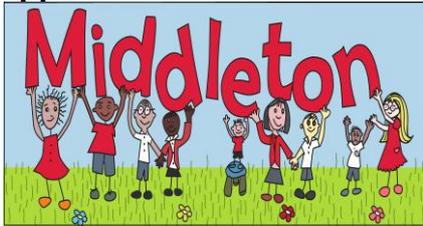
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment	01733 262696	
Peterborough City Council Emergency Contact	07920 160001 (24 hours)	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Alma McGonigle		
Sally Hudson		

Appendix 7



MIDDLETON PRIMARY SCHOOL

Middleton South Bretton Peterborough PE3 9XJ

Telephone: 01733 262696

Website: www.middletonprimaryschool.co.uk

Headteacher: Mrs A McGonigle

Pupils Name

Teacher

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child.

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Pupils Name.....

Date.....

I confirm that I have parental responsibility and will update this information if there are changes to medication.

Signed.....