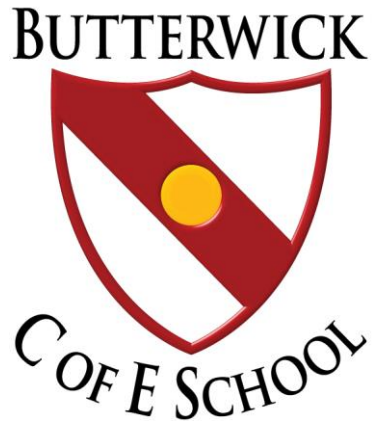


BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



EDUCATIONAL VISITS POLICY

BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL

Chair of Governors: Helen Dower

Designated Educational Visits Governor: Mrs Helen Dower

Headteacher: Mrs Sam Towers

Educational Visits Coordinator: Mr Phill Bashford

Statement of intent

Butterwick Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given, at times, opportunities to explore this in a more practical setting.

The school takes the health, wellbeing and safety of our staff and pupils very seriously. This policy has been designed in line with DfE and local authority guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Date Agreed:

September 2023

Date to be Reviewed: September 2024

1. This policy must be used in conjunction with the following school policies and documents:

- Safeguarding/Child Protection Policy
- Dealing with Critical Incidents and Disaster Recovery Policy
- Medical conditions policy
- Charging Policy
- Health and Safety Policy
- Teaching and Learning Policy
- Subject specific policies e.g. PE (including swimming), Geography, History, Religious Education
- Induction Policy
- The Equality Act 2010
- SEND policy
- SEND Information Report
- Pupil code of conduct
- Behaviour management policy
- Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (On Evolve within the Resources Section)
- Complaints Procedures Policy
- Equal Opportunities Policy
- Accessibility Policy
- Absconding Pupil Policy
- The Health and Safety at Work Act 1974

2. Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised. These include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for 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. Pupils 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 in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- 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.

As a child moves through Butterwick Primary School, visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study which lend themselves to such an approach.

3. 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, Butterwick 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 and this policy.

4. Types of visit and approval required

There are three 'types' of visit:

1. Visits/activities within the 'School Local Learning Area' that are part of the normal curriculum and take place during the normal school day. These follow the 'School Local Learning Area Operating Procedure' (Appendix 1) and will be recorded on Evolve.
2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, sports matches etc. These are entered on EVOLVE by the VL and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. Visits that are overseas, residential, or involve an adventurous activity. These follow point 2 but the Head then submits the visit to the LA for approval.

5. Key roles and responsibilities

5.1 The **Educational Visits Advisor** is responsible for:

- Supporting the school with enquiries and procedures.
- The final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

5.2 The **Governing Body** are the employer at Butterwick Pinchbeck's Endowed C of E Primary School and have a clear understanding of their responsibilities for the Health and Safety of Educational Visits. They are responsible for:

- The adoption of the county guidance entitled 'Off-site Educational Visits and Related Activities with National Guidance and EVOLVE'.
- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

5.3 The **Headteacher** is responsible for:

- Authorising all visits, ensuring suitable safety measures are in place prior to each trip or activity.
- Assessing the competence of prospective leaders and staff (in line with 'Guidance for Off-site Educational Visits and Related Activities with National Guidance and EVOLVE').
- Appointing an Educational Visits Coordinator.
- Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Liaising with the Educational Visits Coordinator regarding any planned trips.
- Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Liaising with the Governing Body regarding the organisation of extra-curricular trips and activities, including settling any disputes.

5.4 The **Educational Visits Coordinator (EVC)** has overall responsibility for:

- The day-to-day implementation and management of this policy.
- Liaising with the Headteacher regarding any planned trips, including assessing the competence to lead.
- Liaising with the Visit Leader about the trip.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- To challenge, support and provide guidance as appropriate.
- Evaluating risk assessments prior to school trips and educational visits taking place.
- Ensure all aspects are completed on Evolve, including 'Butterwick risk assessment form' (Appendix 2), prior to visits taking place and then evaluated after the visit.
- Review systems and monitor them.
- Ensuring that any problems are raised in a meeting with the Governing Body.
- Attend EVC update training every three years.

5.5 The **Visit Leader (VL)** in charge of the trip has a duty of care to all pupils and adults on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher/SLT/EVC.
- Completing all essential documentation for the trip, including costings, letters and a risk assessment (Appendix 2) as well as having these checked by the EVC.
- Informing parents of the proposed extra-curricular trip or activity and gaining permission if required.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Carrying out ongoing, dynamic risk assessments during the educational visit.
- Delegating responsibilities to other staff members on the school trip.

- Ensure that any volunteer has received and understands the Butterwick Primary School volunteer leaflet and their role on the visit. (Appendix 3)

5.6 **Staff and volunteer helpers** are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

5.7 **Pupils** are responsible for:

- Following instructions from staff and adults while on school trips.
- Behaving in a manner which matches the ethos of Butterwick Primary School, and follow the behaviour rules set out in the school's Behavioural Policy and 'Code of Conduct for Outdoor Visits'. (Appendix 4)
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.

6 **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their 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 on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account, but not limited by, the following factors:

- Relevant experience.
- Previous relevant training, such as EVOLVE Visit Leader 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.

7 **Supervision**

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Head, and where applicable is in accordance with Governing Body policy.

Young people must be supervised throughout all visits, even though they may be unaccompanied at times and this may take from of:

- **Direct supervision** is where a member of staff is with a young person / group at all times.

- **Indirect supervision** is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or 'down-time' at an activity centre.
- **Remote supervision** is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, e.g. during Duke of Edinburgh expeditions. (Further guidance for this type of activity can be found in 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE').

For all other visits the visit leader, EVC and Head must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The availability of other adults who may be able to help in an emergency e.g. bus driver, swimming instructor, a parent watching a sports match.
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists. The final decision will be made by the Headteacher. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Sports matches at local schools, where parents are responsible for transporting pupils, may involve just one member of staff (based upon the pupils attending and the experience of the VL). In the event of an incident, responsibilities may be delegated to staff members of the school being visited and if appropriate parents. The Headteacher should be informed straight away so that arrangements for a staff member of Butterwick school to attend the venue and support the Visit Leader.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The OEAP National Guidance document "Ratios and Effective Supervision" does not prescribe minimum staff to participant ratios for visits (the Early Years Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required onsite). Ratios and other arrangements for the effective supervision of children and young people should be determined as part of the risk assessment process by proper consideration of a range of factors.

Our school will continue to use previously agreed ratios as a general guide to assist in the planning of school trips. **All staff please note that the ratios below DO NOT include any 1:1 pupils and EYFS trips/educational visits must have a member of staff whom is a qualified paediatric First Aider.**

Definitions: QT = Qualified Teacher CE = Competent Employee (see below)
{A definition for each Category of visit can be seen in Appendix 5}

Cat	Stage	Ratio	Minimum Staffing
Cat A	EYFS	1:6	1QT/CE + 1 competent staff member
	K.S.1	2:15 - 1:8 thereafter	1QT/CE + 1 competent staff member
	K.S.2	2:24 - 1:10 thereafter	1QT/CE + 1 competent staff member
Cat B	EYFS	1:4	1QT/CE + 1 competent staff member

	K.S. 1	2:12 - 1:8 thereafter	1QT/CE + 1 competent staff member
	K.S. 2	2:20 - 1:10 thereafter	1QT/CE + 1 competent staff member
Cat C	K.S. 1	2:10 - 1:5 thereafter*	2QTs
	K.S. 2	2:15 – 1:8 thereafter	1QT/CE + 1 competent staff member

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Parent helpers are welcome on educational visits and must attend a briefing with the Visit Leader before the visit departs. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. Where possible, parent helpers will not directly supervise their own child whilst on an educational visit as there is the potential for them to be distracted by the needs of their own child, rather than looking after the needs of the whole group. (OEAP 3.4m)

Staff and volunteers who work **frequently** or **intensively** with, or have regular access or have regular access to young people, must undergo an enhanced DBS check with barred list check as part of the recruitment process. '**Frequently**' is defined as '**once a week or more**' and '**intensively**' is defined as '**four or more days in a month, or overnight**'.

All adult supervisors, including school staff and volunteers must understand their roles and responsibilities. In particular, all supervisors (if appropriate) should be aware of any pupils who may require closer supervision, such as those with special needs, medical needs or those with behavioural difficulties (taking into account the need for confidentiality). Teachers retain responsibility for the group at all times.

If the school is leading an adventure activity, such as Water Sports, the Headteacher must ensure that the visit leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity and further information can be found in 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'.

When considering external providers for adventurous activities (including an element of instruction), the Educational Visits Coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards. If a provider does not hold the badge, the Educational Visits Coordinator will establish that they are an appropriate organisation to work with. In the first instance, this will involve them completing a 'Provider Form' which must be downloaded from OEAP National Guidance (8.1q). Again, further information on this aspect can be found in the 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'.

8 Emergency Procedures

As part of the school Risk Assessment form the Visit Leader will allocate roles under the following headings (unless it is a sports match at a local school - see section 7):

Name:	Name:	Name:
INFORM <ol style="list-style-type: none"> 1. OBTAIN FACTS AND INFORMATION 2. CALL THE EMERGENCY SERVICES USING 999 SYSTEM 3. RETAIN ANY RELEVANT EQUIPMENT 4. INFORM SCHOOL SENIOR STAFF 5. SMT TO CONTACT HR SOLUTIONS FOR ADVICE 6. REQUEST ASSISTANCE ON SITE AS NECESSARY 7. DO NOT ENGAGE WITH THE MEDIA 	SAVE <ol style="list-style-type: none"> 1. ADMINISTER FIRST AID WHERE POSSIBLE 2. ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES 3. TRAVEL WITH CASUALTIES TO HOSPITAL 4. COMPLETE ACCIDENT FORMS 	CARE <ol style="list-style-type: none"> 1. CALL OTHER ASSISTANCE AS NECESSARY 2. KEEP A RECORD OF WITNESSES 3. KEEP OTHERS INFORMED OF SITUATION 4. CONSIDER ABANDONMENT OF ACTIVITY 5. ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL 6. REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES

Visit Leaders/teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. If such an incident happens, the priorities are to:

- assess the situation
- attend to the casualty
- safeguard the uninjured members of the group
- inform emergency services and everyone who needs to know of the incident
- inform school

If it is deemed to be a critical incident (an incident where events go beyond the normal coping mechanisms and experience of the Visit Leader on the trip) then the 'Dealing with Critical Incidents and Disaster Recovery Policy' will be implemented, by contacting the Headteacher. If the Visit Leader is ever unsure about this decision, they should always err on the side of caution and discuss the matter with the Headteacher.

The incident should be reported to the Local Authority and assistance requested as soon as possible. (01522 582220 - office hours/01522 888111 - out of office hours).

Visit Leaders/teachers should stop any activity they feel is unsafe or dangerous.

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

- A There is always a nominated emergency base contact for any visit (during school hours this is the office).
- B 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.
- C For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- D 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 and emergency contact information for all participants, including staff.
- E 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.
- F For all visits, the visit leader will carry a copy of the school's Risk Assessment and Operating Procedures form (Appendix 2) Along with any other necessary information that has been entered onto Evolve.

9 First Aid

All leaders are in charge of pupils during a visit and have a duty of care to make sure that the pupils are safe and healthy. It is common law duty to act reasonably as a prudent parent would.

First Aid provision should be considered when assessing the risks of a visit and First Aid kits should be taken on the trip. At least one First Aid trained member of staff will accompany the excursion. EYFS educational visits must have a member of staff whom is a qualified Paediatric First Aider.

10 Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

It is for the Visit Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety aspects.

Depending on the visit and the age of the children, the pupils should understand:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from pupils - share and discuss the 'Code of Conduct for Outdoor Visits'. (Appendix 4)
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous points

11 Parental Consent

Consent is not required for activities within the School Learning Area that are part of the curriculum during normal school time. However, the school will obtain blanket consent at the start of each year for certain other routine activities e.g. after school sporting fixtures, church visits (Butterwick and Freiston), walks around Butterwick village etc. (Appendix 6). In these situations, parents will be informed, **at the very least**, via an informal note/email if their child will be going off site e.g. village walk, sporting fixture etc. as a matter of courtesy.

For specific educational visits, (ie. one-off visits) parental consent must be obtained. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. If parents do not provide consent, the pupil should not be taken on the visit.

11 Inclusion

Schools which provide such visits and activities must ensure that their provision meets the requirements of the Equality Act 2010, and the Special Educational Needs and Disability Act. 2001.

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises (for instance pupils whose behaviour is such that the Visit Leader, Head or EVC is concerned for their safety, or that of others, may be withdrawn from the visit/activity). It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Every effort will be made to support and involve pupils whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Reasonable adjustments will be made in consultation with the school's SENCo and we will work with families to try and find ways so that all children can attend educational visits.

12 Transport

The school follows National **Guidance (OEAP 4.5c)** in relation to transporting pupils.

For some Educational Visits we may use privately hired coaches. Expectations for travelling on a coach are identified within the Risk Assessment template. (Appendix 2)

On occasions, we may walk to a venue (normally within the Local Learning Area). Expectations for walking are identified within the Risk Assessment template and the Visit Leader should also outline the prescribed route.

In the vast majority of cases, where car transport is required, parents will be responsible for organising for their own child to be taken to and from the event and the school will not be involved in making any arrangement.

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Headteacher, and a 'Private car Form' must be completed and retained by the establishment on an annual basis (**Appendix 7**). There should always be two adults in the car with any pupil.

13 Charging

In line with our Charging and Remissions policy, a child should not be prevented from taking part in an activity or visit because the parents are unable or unwilling to pay. Schools can only request contributions towards the costs, and are not allowed to charge for the cost of those children who do not pay.

Where monies are required, it must clearly be stated on the letter. If it supports the curriculum a voluntary contribution must be asked for. It can, however, state that if insufficient funds are collected than the trip may not go ahead.

In some instances, e.g. residential trips, a charge may be levied for board and lodging.

Support with payments is available for children who are classified as 'Pupil Premium'. This should be agreed in conjunction with the parents and the Pupil Premium Leader.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

14 Insurance

The school takes out the Local Authority's insurance. The responsibility for ensuring adequate cover is in place rests with the Headteacher in conjunction with the Visit Leader. If there is any doubt about appropriate cover for the activities that will be undertaken - assurances will be gained from the 'Local Authority's Insurance and Risk Team' (01522 550734 or insurance@lincolnshire.gov.uk) before undertaking the visit.

If staff cars are used to transport pupils for the purpose of a planned educational visit, they should have Business Insurance which stipulates: 'Use by the Policyholder in connection with the business of the Policyholder' and a 'Private car Form' completed (Appendix 7).

15 COVID

We will continue to follow the DFE and current government guidance and ensure that our practice reflects this information and the practices in school. At the time this policy is presented to Governors, educational visits are permitted.

The school will implement the following control measures:

- Anyone displaying symptoms should isolate and be tested.
- Ensure good hygiene for everyone. (e.g. access to regular handwashing)
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated. (where possible be outside)
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

For visits booked after the start of the pandemic in 2020, many insurance policies do not cover the costs of cancellation, curtailment or delay due to COVID or its effects. Therefore, this should be considered with the Headteacher and our insurance company before committing to a visit.

16 Procedural Requirements

In order to ensure good practice and continuity for staff and children, all visits will be recorded on EVOLVE, including the completion of a generic Risk Assessment template (Appendix 2). The process for organising an educational visit is as follows:

- The school's 'Code of Conduct for Outdoor Visits' should also be shared and discussed with the whole class at the start of the year and then signed to say that pupils agree to follow these rules.
- The visit should be planned well in advance (but may not always be possible for some excursions within the Local Learning Area - see policy).
- Visit Leader to get verbal permission for the educational visit from the Headteacher/SLT.
- If required, Visit Leader to work out the costs for the visit and discuss with Headteacher/ SLT.

- If this is a trip to a new destination a site visit must be arranged. If the place has been visited by the school before, a pre visit is advisable, but it is acceptable to gather the required information by other means if necessary.
- Visit Leader to write the permission/information letter, have it checked by a member of the EVC/SLT/office and sent out to parents.
- If required, Visit Leader to ask for parent/adult helpers and collect in possible names. (Do not confirm their appointment).
- Visit Leader to share names of helpers with Safeguarding Lead and decide if individuals can help or not. (This may require DBS or individual Risk assessments to be completed).
- Visit Leader and Safeguarding Lead to agree on helpers and once agreed the Visit Leader can contact helpers to inform them that their help is/is not required. (Names to be included on EVOLVE).
- Collate any additional information about the visit, including the site's own risk assessment(s).
- Visit Leader to use all known information to complete EVOLVE and the Risk Assessment form - ideally at least two weeks before the visit - so it can be checked and approved by the EVC/Headteacher. (Residential/Adventurous activities must be at least four weeks in advance). In certain situations, and where appropriate, it may be possible to include a 'Plan B'.
- Once signed and agreed, the Visit Leader to copy all paperwork and share appropriate sections with all adults (a copy should also be left in the school office).
- Staff and helpers should be fully briefed about the visit prior to it taking place. (Including sharing the Butterwick Primary School volunteer leaflet and appropriate aspects of the Risk Assessment).
- Pupils should be fully briefed about the visit prior to it taking place and the reminded about the school's 'Code of Conduct for Outdoor Visits' that they signed at the start of the year. (Any new pupils should sign this documents).
- The Visit Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger/circumstances change. This may involve modifying or curtailing the visit or an activity.
- On return to school the Visit Leader and other supervisors should inform the Headteacher/SMT/EVC of any significant issues and evaluate the visit on EVOLVE, for future reference and to inform future visits.

Residential and visits which are deemed as 'adventurous nature' may have additional Risk Assessment forms completed/included. In some cases 'Guidance for Specialist Activities and Visits' (OEAP) will be consulted, such as Farm visits, Group safety at Water Margins, a Residential.

17 Other considerations

Staff will ensure that all children are returned safely to school and then on to their parent/carers on return from off site visits. They will be closely supervised on all off site visits with an appropriate number of staff in place to support the visits, this may also include volunteers.

Staff will closely supervise children when using public areas, this may include public toilets and changing rooms.

School will endeavour to ensure same sex staff will accompany pupils when they go swimming, this may not always be possible. Staff should follow the guidance outlined in the Safer Working Practices' document (February 2022).

Staff will ensure parents/carers or other nominated adults who collect pupils from after school clubs know from which exit point to collect their child from. Staff will also know the names of pupils have permission to walk home afterwards. Staff also need to ensure that children whose parents wait in the car park get there safely.

18 Monitoring and Review

On the completion of an Educational Visit, the Visit Leader will feed back to the Headteacher/EVC about the trip. This will include whether the planning has worked and a reflection on any incidents that may have taken place. The VL will also complete an evaluation on Evolve.

The effectiveness of this policy will be monitored by the Headteacher and the Educational Visits Coordinator.

The Governing Body will review this policy annually.

Appendix 1

School Learning Area Operating Procedure

General

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:

- require parental consent via an annual letter and permission form outlining the types of visits covered (Appendix 7). Whenever children are to leave the school grounds for any activity, parents /carers will be informed via a slip sent home/email prior to the event **or with a permission form.**
- should be recorded on EVOLVE
- As well as following the school's Learning Area Operating Procedure, staff should also complete and attach 'Butterwick Pinchbeck's Endowed C of E Primary School Risk Assessment and Operating Procedures' to Evolve.

Boundaries

The boundaries of the School Learning Area are shown on the attached map (every area contained within the picture which is public) and is accessible via a public footpath.



This area includes, but is not limited to, the following frequently used locations: e.g.

- Freiston Church (via coach)

- Butterwick Church
- Pathways around Butterwick village
- Butterwick shop
- Butterwick park
- Butterwick village hall
- Sports matches against local schools

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Changes in the environment/landscape - i.e. roadworks/building work
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved as the Visit Leader and they must have completed the EVOLVE Visit Leader training. A current list of approved staff is maintained by the EVC and office.
- The Leader should have recorded the visit on Evolve and completed the relevant sections of the school's 'Risk Assessment and Operating Procedures' form (Appendix 2 of the Educational Visit policy). Copies of these will be accessible to office staff.
- There will normally be a minimum of two adults. The key determinant will always be 'what would the pupils do if the only adult collapsed?' The Leader and the EVC must also take into consideration Section 7 of the Educational Visits Policy (Supervision).
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (*This decision will depend on the area you are in/age of pupils etc - in most cases it should be wait where they are*).
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication and Care Plans are taken on the visit.
- Staff to take mobile with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Staff must always discuss with the pupils the risk assessment of the visit, include them in talking about possible risks/hazards and possible ways to avoid accidents, including how to cross roads safely.
- Staff must also remind pupils of our school pupil code of conduct (Appendix 4 of the Educational Visits policy) prior to leaving the school grounds on a visit.
- Where a coach is needed (e.g. Freiston Church), staff must refer to and follow the expectations set out in the school's Risk Assessment (Appendix 2 of the Educational Visits policy).
- The 'School Learning Area Operating Procedure' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.

Important considerations - linked to our local area:

- When indirect supervision takes place at the village park, the group meeting point will be at the basketball court.
- When visiting the park, the crossing markings outside of school should be used.
- Attention to dog excrement on pavements and care around dogs being exercised is needed.
- Pupils to only walk on public pathways around the village.
- Pupils and staff to take extra care when crossing driveways/carparks (e.g. playing field/village hall).
- Due to the agricultural nature of the local area, pupils and staff must have an awareness of these vehicles as they move around the village.
- If visiting farm animals (e.g. the sheep), staff must refer to and follow OEAP 7g guidance on farm visits.



Appendix 2



Butterwick Pinchbeck's Endowed C of E Primary School Risk Assessment and Operating Procedures

Name of visit on Evolve:
List any staff who have previously visited site, for future reference and advice:
Preliminary visit undertaken? YES/NO* (If not, give reason(s) why):
Please attach any letters regarding the visit to Evolve.
Pupil Code of Conduct to be shared with the pupils before the visit and signed.
<p>Does the place/activity have its own Risk Assessment? YES/NO*</p> <p>If 'YES' please: attach to Evolve consult when completing this Risk Assessment share it with all adults and children as appropriate</p>
<p>Volunteers, please ensure:</p> <ul style="list-style-type: none"> That they have been provided with a volunteer information leaflet You have discussed the outline of the day and their role That only volunteers who hold a DBS, undertake regulated activity during the visit
<p>First Aid, please ensure:</p> <ul style="list-style-type: none"> That a First Aid kit is taken on the visit A paediatric First Aider accompanies any visit involving EYFS children
<p>COVID, please ensure:</p> <ul style="list-style-type: none"> Anyone displaying symptoms should isolate and be tested. Ensure good hygiene for everyone. (e.g. access to regular handwashing) Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated. (where possible be outside)

Name: <u>INFORM</u>	Name: <u>SAVE</u>	Name: <u>CARE</u>
<ul style="list-style-type: none"> 8. OBTAIN FACTS AND INFORMATION 9. CALL THE EMERGENCY SERVICES USING 999 SYSTEM 10. RETAIN ANY RELEVANT EQUIPMENT 11. INFORM SCHOOL SENIOR STAFF 12. SMT/VL TO CONTACT LOCAL AUTHORITY FOR ADVICE 13. REQUEST ASSISTANCE ON SITE AS NECESSARY 14. DO NOT ENGAGE WITH THE MEDIA 	<ul style="list-style-type: none"> 5. ADMINISTER FIRST AID WHERE POSSIBLE 6. ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES 7. TRAVEL WITH CASUALTIES TO HOSPITAL 8. COMPLETE ACCIDENT FORMS 	<ul style="list-style-type: none"> 7. CALL OTHER ASSISTANCE AS NECESSARY 8. KEEP A RECORD OF WITNESSES 9. KEEP OTHERS INFORMED OF SITUATION 10. CONSIDER ABANDONMENT OF ACTIVITY 11. ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL 12. REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES

If a major incident occurs:

- assess the situation
- attend to the casualty
- safeguard the uninjured members of the group
- inform emergency services and everyone who needs to know of the incident
- inform school/Local Authority (01522 582220/01522 888111 {outside office hours})
- Maintain vital communications with colleagues at all times - contact the Headteacher straight away.
- Do NOT allow pupils/staff to talk /volunteers to talk to the media unless senior staff or parents have given permission.
- Record actions as soon as possible. Log sheets must be completed by all staff involved in an incident.

If this is a sports match and only one member of staff is attending, then the teaching staff of the other school, plus any Butterwick parents, should be allocated these roles in an emergency. The teacher in charge should contact the Headteacher straight away to organise a member of staff to attend the school.

Toilets, please ensure that:

- Children do not go to the toilet on their own, always with at least another child
- An adult waits outside of the toilets at all times
- An adult must count the pupils in and out of the toilets
- Pupils must get permission to go to the toilet from an adult

Getting lost, please ensure that:

- On arrival at the venue, identify a meeting point, should a child get lost
- If applicable, pupils should be shown the staff uniform of the venue
- On arrival, the group leader should leave their contact number with the venue
- On arrival, pupils shown the uniform of the staff that work at the venue
- Before departure, pupils split into groups and an adult will be responsible for them
- Regular counting of group numbers
- Pupils told to always stay with their group at all times and follow their leaders instructions

Walking? YES/NO*

If 'YES' please ensure that:

- If it is a 'Local Area Visit' you MUST refer to the School Learning Area Operating Procedure
- Pupils are spoken to about road safety before leaving the site
- Pupils are in pairs, away from the road side
- Pupils to walk on pavements
- Pupils to be courteous towards other pedestrians
- Roads are crossed safely, using pedestrian crossings etc where possible
- Adults are spread amongst the group
-
-
-

If 'YES' please outline the route to be taken (or attach a map to Evolve):

Are parents responsible for ensuring pupils attend the venue? YES/NO*

Is a member of staff transporting pupils? YES/NO*

If 'YES' please ensure that:

- The driver holds appropriate insurance and the vehicle is legal
- Pupils wear seat belts at all times
- Pupils under 135cm use a booster seat
- The driver knows where they are going
- The driver knows who they are taking
- The driver must not be in the car on their own with a child (unless it is their own child)
- On arrival, the driver must ensure the pupils alight safely
- On arrival, the driver must ensure pupils make their way safely to the venue

Does the visit involve the hire of a coach? YES/NO*

Name of company and telephone number:

Activity/Situation/Hazard	Action required	Further Controls Required? Names?
Pupils organised in sensible groups	<ul style="list-style-type: none"> ● For each journey on a coach, pupils and staff will be organised into groups. ● Before departing each part of the journey numbers will be checked. ● Pupils who do not travel well will be identified before the start of each journey. (Advised to sit near the front, take 'Travel Sick' tablets). Sick buckets will also be available. ● Adults to be sat amongst the children (e.g. front, middle and back) in order to monitor. 	
Safety	<ul style="list-style-type: none"> ● Pupils will not be allowed to sit on the front seats or in the middle seat at the back of the coach. ● Pupils must wear seatbelts at all times -staff to check before departure. ● Pupils should not stand-up or distract the driver in anyway. 	
Alighting	<ul style="list-style-type: none"> ● Staff need to ensure that the drop-off point is safe before leaving/getting on the coach. ● Staff to position themselves to ensure that pupils are safe getting on and off the coach (at the bottom of the steps). ● Pupils should be instructed to meet in a particular point and wait for everyone to get off the coach-before moving on. ● One adult to get off first and a second adult to get off last. 	
Breakdown	<ul style="list-style-type: none"> ● Decisions regarding this matter will depend on the situation, and will take into account the location, time (duration) the type of breakdown and the advice from the driver. 	<p><i>For instance: if the coach breaks down on motorway, and it is safe to do, pupils will leave the vehicle and wait in a safe place away from the motorway. Where as if it broke down along a London street, due to the potential of losing one of the pupils, it might be safer to wait on the coach.</i></p>
Checks	<ul style="list-style-type: none"> ● An adult should check the coach once everyone is off in order to ensure that all items have been claimed. 	

Risk Areas:	Control Measures taken:
Safety of children and adults	
Children who have specific medical needs/additional needs	
Children who have a behaviour support plan (+ actions)	
Children who have a positive handling plan (+ actions)	
Weather	
Environment	
Any other risks identified?	
Pupils who do not have photograph permission	

GROUPS: please record below or attach the groups that the children will be organised in and the names of each adult.

On the day of the visit, the school register must be completed in order to identify any child(ren) who is/are not on the visit.

Office staff/SLT to have access to Evolve/paper copy of this form.

Group 1	Group 2	Group 3
Adult(s):	Adult(s):	Adult(s):
Children:	Children:	Children:

Group 4	Group 5	Group 6
Adult(s):	Adult(s):	Adult(s):
Children:	Children:	Children:

TO BE COMPLETED BY THE VISIT LEADER PRIOR TO DEPARTURE

Appendix 3



Welcome to Butterwick Pinchbeck's Endowed C of E Primary School



Thank you for volunteering to help on an educational visit. We really value the extra help that parents/carers can give to the children; and we are sure that you will find working with our pupils an enjoyable and rewarding experience!



This leaflet, along with a short induction session, will provide you with some important information about the visit. Please read it carefully and if you have any questions...then please do ask.

On arriving at school, you should have reported to the office and signed-in. Here you would have been given an identification badge/lanyard which you must wear at all times. On your return from the school visit, please remember to sign-out and return the lanyard. In addition, any information regarding the visit **must** be handed in to the office or group leader before leaving.



Confidentiality

It is vitally important that school matters are not discussed outside school in any way (including social media). Therefore, volunteers should not discuss individual children with anyone other than Butterwick staff. If other parents raise a discussion concerning school issues with volunteers it is requested that volunteers politely refer the enquiry directly to the class teacher or head teacher. Even innocent comments can be misunderstood.

We are sure you understand that confidentiality is crucial and must be adhered to.

At Butterwick C of E Primary we are committed to Safeguarding, if you have any concerns, no matter how small they may seem, please raise them with any member of staff or a member of the Safeguarding team. (photographs in the office area)

Walking

If walking on the visit, please ensure:

- Pupils follow good road safety procedures
- Pupils are in pairs, away from the road side
- Pupils walk on pavements
- Pupils are courteous towards other pedestrians
- Roads are crossed safely, using pedestrian crossings etc where possible.
- Adults are spread amongst the group



Child Safety

- On arrival at the venue, identify a meeting point, should a child get lost
- On arrival, pupils are shown the uniform of the staff that work at the venue
- Be aware of the pupils in your group
- Regular counting of group numbers
- Pupils told to always stay with their group at all times and follow group leaders instructions

Emergency Fire Procedures

On hearing the fire alarm, please ensure that all of the children in your group are accounted for and you usher them calmly out of the building via the nearest Emergency Exit. Then meet up with the rest of the group at the appointed muster point.

- Follow any instructions given by the venue's staff.
- Keep calm and reassure the children.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told you may do so.



Toilets

- Children should not go to the toilet on their own, always with at least one other child
- An adult should wait outside of the toilets at all times
- An adult must count the pupils in and out of the toilets
- Pupils must get permission to go to the toilet from an adult



Health and Safety

Your Health and Safety is very important to us, so please do not undertake any task that you are unsure about or feel unable to carry out. If need be, check with a member of Butterwick staff.

In any task, please always consider:

- ⇒ Safe manual handling
- ⇒ Good house keeping

If you will be working unsupervised with any children you must have an enhanced Disclosure and Barring Service check. Application details are available from the school office and you will need to provide proof of identity e.g. passport, driving licence and a current utility bill. No volunteer must undertake to work with children unsupervised before this check is complete. If you have not got a relevant DBS, please ensure that you are always visible to a member of Butterwick staff.

Reasons for whistle-blowing - Don't think 'what if I'm wrong?' - Think 'what if I'm right?'

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening
- To protect or reduce risks to others.

Report any behaviour by adults in the school that raises concern regardless of source to The Designated Safeguarding Officer or one of the Deputy Safeguarding Officers.

Expectations:

- Respect all children and treat them equally regardless of racial origin, religion, culture or gender.
- Speak to children in a way they can understand.
- Be positive and smiley.
- Wear appropriate clothing for working with children.
- Share any concerns with staff.



Please refrain from:

- Smoking in the school, school grounds or a visit.
- Using your mobile phone anywhere within the teaching areas or around pupils.
- Physical contact with children.
- Being alone with a child.
- Taking any photographs of children unless under the instructions of the class teacher using a school camera.
- Promoting any religious or political beliefs.
- Administering any First Aid to children - send them to the a qualified First Aider (via class teacher).
- Offering any child confidentiality - ask them to speak to a member of staff.



Please remember, if you have questions or doubts about the visit or tasks that you are undertaking, please speak to the member of staff who is responsible for you.

Thank you once again for your help!!!



Appendix 4

CODE OF CONDUCT FOR OUTDOOR VISITS (pupils).

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. Always think about our own and others' safety and behave sensibly and responsibly.
3. We listen to our group leader including staff at the venue being visited and do exactly as we are asked, the first time of asking.
4. We travel on coaches sitting down safely - we never change places or shout loudly.
5. We stay with our group and always ask permission to go elsewhere (toilets etc.)
6. We walk quietly wherever we go along pavements in pairs keeping next to the wall-side.
7. We always stay aware of situations where there is a risk that may cause you harm or injury and inform a responsible adult about your concern.
8. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
9. We obey rules such as the country code, Highway Code and green cross code when away from school.
10. We always leave places as we found them without litter. Do not bring glass bottles or cans.
11. If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher, or any other staff member or volunteer helper – don't suffer in silence!

Pupil(s)

Signed

Date

Appendix 5

Types of Visit (guidance)

Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
A	<p>Visits and journeys with risks similar to that of everyday life, eg. Historic sites, museums, local walk, theatre, fieldwork in the locality.</p> <p>Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B)</p>	<p style="color: red;">Local: Annual Consent Form.</p> <p style="color: red;">Distant: Individual Consent</p> <p style="color: red;">Form specific to each visit.</p> <p style="color: red;">Out of school hours: Individual consent form required</p>	<p>The school/setting creates one annual form for updating consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers/carers must still be informed of where their young person will be at all times. Visits further away from the school/setting may require an individual consent form.</p>
B	<p>Outdoor / Adventure Activities in more remote areas having an element of risk, eg. Walks below 600m altitude.</p> <p>Activities in countryside environments.</p> <p>Any visit with a residential element within the UK, eg. Activity Centre.</p> <p>Specialised activities require NGB Qualification for leaders/instructors.</p>	<p>Day or residential: Individual consent form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information.</p>
C	<p>All activities in, on, close to water.</p> <p>All visits abroad.</p> <p>All recognised hazardous activities.</p> <p>Any school-led activity within the scope of AALA.</p> <p>Activities with significant Health and Safety concerns.</p> <p>Activity leaders require NGB qualifications.</p>	<p>Day or residential: Individual consent form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information</p>

Appendix 6



Parental Permission

Please complete this form giving your permission to take part in a variety of activities that are likely to take place during the school year.

Photographic Permission

We think it is important to use photographs of our pupils enjoying the varied activities of school life to promote the positive aspects of the work that we do. We use photographs in our internal publicity materials such as school brochures & booklets, on our corridor and classroom displays, for staff training and assessment purposes & on our website, Seesaw and ParentHub. From time to time, articles and photographs of special events will appear in newspapers.

To do all we can to ensure all photographs of our pupils are used correctly, we undertake to:

- Obtain your consent to use photographs of children by asking you to sign the slip on the form.
- Observe the County Council’s guidelines on the use of photographs.
- Only use photographs for the purposes stated above.
- Store all electronic images securely.
- **Ask that you when you take photographs of your child at school events, these are not posted on social media platforms and are for your own private use.**

We assure you that we have a responsible approach to the use of photographs and do hope that you are able to support us in publicising the many positive aspects of the work that we do. We would be grateful, therefore, if you are in agreement with our intentions that you complete this form and return it as soon as possible. This will act as your consent to your child being photographed during their time at Butterwick Primary School.

Child’s name: _____

Class: _____

Permission	Please circle the appropriate answers
I give consent for my child’s photograph/video footage to be used within school (Displays, Parent Hub, website, brochure & Seesaw). If you do not wish to consent to all of these above please delete as appropriate.	YES / NO
I give consent for my child’s photograph to be published in the local newspaper (Boston Target, Boston Standard & Simply Boston)	YES / NO
I give consent for my child’s photograph to be taken and used by Boston Schools Partnership and Secondary schools at events they participate in. This may include their social media sites.	YES / NO
I give consent for my child’s photograph/ video footage to <u>be used on the school’s social media sites</u> (Twitter & Facebook).	YES / NO

PLEASE TURN OVER

Permission	Please circle the appropriate answers
I give consent for Class Images to take photographs of my child which can be purchased by yourself.	YES / NO

Please note: Class Images is an external approved photography company	
I give consent for Class Images to include my child in the group school photograph and I understand these can be purchased by other parents/carers. Please note: Class Images is an external approved photography company	YES / NO
I give permission for my child to watch appropriate PG films	YES / NO
I give permission for my child to take part in food tasting, eat food provided at parties or be given chocolate or sweets as a prize. I give permission for my child to take part in food tasting, eat food provided at parties or be given chocolate or sweets as prizes but must avoid _____ due to allergies.	YES / NO
I give permission for my child to take part in supervised Local Area Visits to nearby destinations (e.g sporting fixtures, other schools, swimming lessons, Butterwick Village and Freiston Church) as outlined in our Educational Visits policy on the school website.	YES / NO
In the event of an accident we will immediately make an attempt to contact you. In some cases, medical treatment may be required before you can be contacted and, in this case, your child will be taken to hospital, hopefully by ambulance. If you cannot be contacted immediately, do you consent to any treatment the hospital deems necessary?	YES / NO
During the school year children may have the opportunity to handle and come in contact with animals. I give permission for them to take part in this. If your child is allergic to specific animals please state below. My child is allergic to _____	YES/NO

SIGNED _____ **PARENT/CARER Date** _____

NAME OF PARENT/CARER _____

The information in this form will be used throughout your child's time at school. You may withdraw consent at any time by contacting school.

Appendix 7

Use of a private car to transport young people

1	To: the Head of Butterwick Pinchbeck's Endowed C of E Primary School
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	<p>Signed:</p> <p>Print name:</p>
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3	Address:
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4	Date:
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The School and the Local Authority reserve the right at any time to request copies of any relevant documentation i.e. Registration documents, MOT, Insurance, Driving Licence.

	Insurance cover required
For staff employed by the school.	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers.	<i>'Use of social, domestic and pleasure purposes'</i>