



St Christopher Primary School
Educational Visits Policy

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Context

Educational Visits Policy – St Christopher Primary School

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 *St Christopher Primary 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, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.

St Christopher Primary School has adapted the Coventry City Council’s Model Policy and Guidance for Educational Visits.

All staff are required to plan and execute visits in line with this policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the policy.

The rest of this policy explains how visit approval and planning takes place at *St Christopher Primary School*

Staff Competence

Educational Visits Policy – St Christopher Primary School

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
- NQTs received specific training and guidance prior to going on and then leading visits.
- Supervision by Senior staff of some educational visits
- Support for staff to attend training sessions and courses relevant to the role of visit leader

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

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

Types of visit

There are four types of visit, for each of which the approval process is slightly different:

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1. Staff using the local area defined by the school to enhance lessons (Extended Learning Territory).
2. Other visits within the UK excluding adventurous activities
3. Any visit involving adventure activities (e.g. climbing, water activities etc)
4. Any visit involving travel abroad

Examples:

A visit within the Extended Learning Territory (ELT) (1):

- A local visit to location that links to a curriculum area.
- Small scale, low risk activities
- Small time scale (lasting less than a day, usually a school morning / afternoon session).
- Parents / Guardians would not be informed in advance. Permission is granted on the data collection sheet completed by parents / guardians each September.

A small scale visit within Coventry (2):

- Within the school day (9.00am – 3.30pm)
- Usually funded by school budget
- Parents / Guardians would be informed advance by letter. Permission is granted on the data collection sheet completed by parents / guardians each September.
- Transport may be used to get to the visit location
-

A visit within Coventry (2):

- Within the school day (9.00am – 3.30pm)
- Usually funded by school budget
- Parents / Guardians would be informed advance by letter. Permission is granted on the data collection sheet completed by parents / guardians each September.
- Transport is likely to be used to get to the visit location

A visit outside of Coventry (2):

- Within the school day or within a reasonable time (9.00am – 6.00pm)
- Usually funded by school budget and parents / guardians
- Parents / Guardians would be informed in advance with written permission required.
- Transport is used to get to the visit location.

A visit outside of Coventry involving adventurous activities (3):

- Within the school day or within a reasonable time (9.00am – 6.00pm)
- Possible residential visit
- Funded by school budget and parents / guardians
- Parents / Guardians would be informed in advance with written permission required.
- Transport is used to get to the visit location.

A visit involving travel abroad (4):

- This type of visit does not currently take place at St Christopher Primary School.

Roles and Responsibilities

Class Teacher Responsibilities

- To ensure that a least one whole school day visit per year takes place
- To include visits into the Long Term Plan
- To discuss visits with Standards Leaders
- To liaise with EVC to ensure visits are possible

Visit leaders (the Teacher leading the visit)

- Before making an commitments and definite plans, discuss the plan with the Educational Visits Coordinator (EVC)
- Consider costs and how these will be met.
- Plan the visit and involve colleagues.
- Where appropriate involve pupils in the planning
- Liaise with the admin team to make any checks of third party providers
- Complete the Planning record and Risk Assessment (Appendices)
- Liaise with admin team to book the visits, transport and send letters to parents / guardians.
- Complete all sections of EVOLVE, the online systems for recording and monitoring visits used by Coventry City Council.

EVC (Alison Gibson)

- Support and challenge colleagues over visit and learning outside the classroom.
- Be the first point on call for advice on visit related matters
- Check the final visit plans before they are submitted to the Head Teacher.
- Monitor and make regular checks on visits.

Head Teacher

- Responsible for approval of all visits.
- Report Governors about visits the in HT Report.

Governors

- Ensure policy is in place and reviewed
- Occasionally attend visits and report back
- Challenge the EVC by questioning and checking.

Visit Planning and approval

The internal school approval process is as follows for each type of visit:

- The immediate local area around the school have an individual Risk Assessment completed that is kept in school. (Learning Territory Policy to be completed)
- Visits within the UK excluding adventure activities (e.g. A class visit to a museum) – these are put on EVOLVE (the online systems for recording and monitoring visits used by Coventry City Council) for and approved internally by the Head Teacher. Visits should be submitted to the EVC via EVOLVE at least **3** days in advance.
- Visits involving adventure activities (e.g. Dol y Moch) must be put on EVOLVE and submitted to the EVC at least **30** days in advance. The school is required to submit these for Local Authority Approval 28 days in advance. Visit leaders must check, via EVOLVE if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If they don't then they must complete an EDVIS 11 form from Evolve.

Any questions or concerns should be checked the EVC.

The Visit Leaders Task list

- Gain outline approval from the EVC and Senior Management Team to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - has clear learning outcomes (how this trip will benefit the pupils)
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks
 - is appropriately staffed
 - complies with the school's safeguarding policy
- Aims to Involve children in the planning of the visit, and how it will be managed, wherever possible.
- Informed Parents and gained written permission if required.
- Completed a pre trip visit to the location
- Ensure this policy is followed and that the visit plan is recorded on EVOLVE.
- Confirmed staffing and volunteers (agreed ratios with EVC)
- Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual pupil needs.
- Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.
- Keep school up to date via text / phone call for return arrival time, particularly when returning to school after 3.30pm. School will keep parents / guardians informed via Schools Comms.

Parental Consent

The school obtains blanket consent, for all local, non-residential visits, at the start of each year. For all visits, part from those within the ELT, information will be sent home giving the parents information on the visit and including a request for information on any changes in their child's medical details and contact details are up to date.

For residential visits, visits extending beyond the school day or visits out of the City specific written consent should be requested.

Inclusion

All pupils at St Christopher are encouraged to attend visits as they are an important part of the school curriculum. Each visit is planned with the consideration of whole year group. Specific Risk Assessment may be completed for individual pupils and decisions will be taken for each pupil and each visit with Senior Management and parents / guardians.

Transport

St Christopher Primary follow the LA transport policy.

Use of staff cars to transport pupils - Staff cars may only be used to transport pupils when the driver has business insurance and a clean driving licence (a record of both of these being checked will be kept by the EVC and School Admin Team). Any use of private vehicles will be subject to a specific risk assessment and two adults will travel with pupils at all times.

Coaches and other transport will collect and drop visits from the Allesley Old Road carpark entrance.

Insurance

St Christopher Primary always uses the Coventry CC insurance.

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 2). 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; 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.

Appendix 1 - Extended Learning Territory

Boundaries

The boundaries of the territory are shown on the attached map.

We use this area on a regular 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 for these visits. The EVC and the office maintain a list of currently approved staff. These staff have had the training led by EVC.

Operating Procedure

The following are potentially significant hazards/risks 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 etc)

These are managed by a combination of the following:

- The head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are 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.
- 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.
- All remotely supervised work in the extended territory 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.
- Staff carry pupil medical information and emergency contact details (collect this from the office on the way out)
- Staff will ensure the office have a list of all pupils and staff, a proposed route and an estimated time of return. A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).
- Pupils will wear something that makes them easily identifiable eg: uniform. Could be hi vis jackets or caps depending on weather conditions.

Appendix 2 - 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). Outside of school hours a Senior Manager would be the base contact.
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.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the visit leader(s) and the base contact 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.
5. The following role specific emergency action cards are carried by:
 - a. The visit leader
 - b. The first point of contact (eg the office receptionist)
 - c. The designated base contact senior manager
6. This procedure is tested through both desk top exercises and periodic scenario calls from visit leaders

Appendix 2.1 VISIT LEADER EMERGENCY ACTION CARD

TO BE PRINTED BY THE VISIT LEADER AND TAKEN ON THE TRIP

This card must be carried by all staff accompanying a visit.

In the event of an incident overwhelming your team’s coping mechanisms use the following to guide your actions:

1. **REMAIN CALM - Assess the situation.**
2. **Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:**
 - ✓ **accounted for**
 - ✓ **safe**
 - ✓ **adequately supervised**
 - ✓ **briefed to ensure that they understand what to do to remain safe.**
3. **DELEGATE ASSISTANT LEADERS IF POSSIBLE SO YOU CAN KEEP AN OVERVIEW OF EVENTS AND TO ALLOW ‘CONCURRENT’ ACTIVITY**
4. **Call emergency services (999 or 112) as appropriate.**
5. **Attend to any casualties**

Once the immediate emergency is contained:

- **Inform the school/establishment emergency contact or, if unavailable, the Local Authority**

This is (your name) from (establishment). This is an emergency and my phone number is (see below). I am requesting help from the establishment /LA. We are a party of (no) at (place). Then give brief details of the emergency plus any action you have taken and what you need the establishment / LA to do

- **Liaise with and take advice from emergency services if they have attended the scene.**
- **Consider the physical needs of the group in terms of shelter, refreshments, transport/repatriation.**
- **Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.**
- **Control communications - prevent group members from using telephones/mobiles or going online until approval is given.**
- **Keep a written log of all actions taken, conversations held and a timescale.**
- **Refer all press, media, parental or other enquiries to the Local Authority press office.**
- **Inform the British Consulate/Embassy if abroad.**

EMERGENCY NUMBERS

Name	Telephone
Visit Leader	To be complete by Visit Leader
St Christopher Primary	024 76 675 017
Clair Robinson (HT)	07967 585***
Rachel Evans (DHT)	07792 806***
Local Authority (office hours)	024 76 831 500
LA Comms Centre (out of normal hours)	024 76 833 333
Local accommodation/hotel (if residential)	To be complete by Visit Leader
Travel company (if appropriate)	To be complete by Visit Leader

Appendix 2.2- INITIAL CONTACT EMERGENCY ACTION CARD

This card must be available to any staff likely to take incoming phone calls.

In the event of receiving an emergency call from a group on a visit follow the actions below:

1. Take down the following information:
 - **Who is calling?**
 - **What is their role in the group? (eg visit leader, member of staff etc)**
 - **What number can they be called back on?**
 - **What establishment are they are from?**
 - **What has happened? What is the nature of the emergency?**
 - **What is their current location?**
 - **What is the number and status of any casualties?**
 - **What is the total number of people in the party?**
 - **Are they staying where they are or moving? If moving where to?**
 - **What help do they require?**
2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Note the time of the call
4. Contact staff in the following priority order and give them the information you have noted
5. Keep all notes you have made.

EMERGENCY NUMBERS

Name	Telephone
Clair Robinson	07967 585206
Rachel Evans (DHT)	07792 806610
Frances Dixon	School
Local Authority (office hours)	02476 831 500
LA Comms Centre (out of normal hours)	02476 833 333

Appendix 2.3 - SENIOR MANAGER EMERGENCY ACTION CARD

In the event of being alerted to an emergency on a trip or visit use the following to guide your actions:

- 1. STAY CALM – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people.**
- 2. TAKE CHARGE of the incident until relieved by a more senior colleague**
- 3. Contact the group in difficulty to reassure them, get up to date information and keep them informed of your actions**

DELEGATE TASKS AS AND WHEN POSSIBLE / APPROPRIATE TO ALLOW YOU TO MANAGE THE SITUATION AND ALLOW FOR ‘CONCURRENT’ ACTIVITY

IT IS ESSENTIAL THAT ONE PERSON IS CLEARLY DESIGNATED AS CONTROLLER OF THE INCIDENT RESPONSE AND THAT IT IS CLEAR TO ALL WHO THIS IS.

Some or all of the following will need to be considered:

- Inform your own senior managers – establish a Critical Incident Management Team (CIMT) and Incident Controller
Possible required roles (combine if insufficient staff)
 - Overall Controller
 - coordinator / contact with group (consider keeping the same person to always speak to the group leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – arranging transportation, accommodation etc for group and any travelling team
 - Resources - eg office space, reception for any visitors (parents, media etc), refreshments / food
 - Record / log keeper
- Inform the LA and, if media interest is possible, the LA communications team. The LA will implement an emergency plan to give support to you, the party, and the parents.
- Keep a log of all actions, communications and decisions including people involved and times
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text
- Liaise with the LA over provision of links with emergency services, media, tour operators, insurance companies etc. - as appropriate,
- Carry out the actions required by the visit leader
- Inform governors
- Is a ‘travelling team’ needed to provide support at the scene / in country?
- Arrange for the return or onwards travel of the party or arrange transport for parents to the scene / hospital
- Control communications and flow of information to the affected group, parents, other establishment staff (beware of other establishment staff inadvertently starting rumours circulating)
- Control information to the media – use the expertise of the LA communications team and direct all media enquiries to them
- Make arrangements for any visitors to the establishment seeking information
- Arrangements for meeting the group back in Coventry and returning children to parents
- Consider the possible need for future emotional support and care for anyone involved (don’t forget other staff, young people and the incident response team as well as those directly involved)

Appendix 2.4 - EMERGENCY NUMBERS (see over)

Name	Telephone
Leaders telephone number	To be complete by Visit Leader
St Christopher Primary	024 76 675 017
Clair Robinson (HT)	07967 585206
Rachel Evans (DHT)	07792 806610
My own number	To be complete by Visit Leader
Local Authority (office hours)	02476 831 500
LA Comms Centre (out of normal hours)	02476 833 333
Local accommodation/hotel (if residential)	To be complete by Visit Leader
Travel company (if appropriate)	To be complete by Visit Leader

Appendix 3 - Initial Visit Planning Record

Educational Visits Policy – St Christopher Primary School

To be uploaded on Evolve

Where?	
Who?	
When?	
Why? (Purpose of visit; potential benefits to the young people; specific learning outcomes)	
What issues need to be considered? (this must include significant hazards)	
How will the visit be managed? Reasonable and Practical steps we will take to manage this visit to maximise benefits while keeping risks to an acceptable level.	
Travel (how?)	
Venue(s) (where?)	
Activities (what?)	
Group (who?)	<p>Pupils (Year Groups and ages):</p> <p>Leader:</p> <p>Staff:</p> <p>Volunteers:</p>

Appendix 4

Educational Visits Policy – St Christopher Primary School

CLYPS EDVIS 19: EVENT SPECIFIC RISK ASSESSMENT		page of page(s)
Establishment:	Leader:	Venue:
Activity:	Group Nos: Staff Nos:	Date(s):

***To be completed and uploaded onto Evolve. To be printed and signed by EVC and Head.
One copy to be left in the school admin office and one to be taken on the trip / visit.***

Identifying significant hazards-assessing the risks: Hazards and harm which may occur. Consider: Venue: Itinerary: Activity (staffing, equipment, emergencies): Group and Plan B NOTE: Place each risk in a separate box and continue the form as necessary.	Control Measures - managing the risk Controls, including relevant sources of guidance

Completed by:	(course leader)	Signed:	Date:
Signed EVC:	Date:	Head:	Date:
Don't forget to risk assess your Plan B			

Appendix 5 Itinerary / Time Plan

To be uploaded on to Evolve and shared with all staff attending the visit

Visit / Trip:

Date:

Leader:

Transport Pick Up / Leaving Time		
Arrival at trip / visit		
Activity 1		
Activity 2		
Activity 3		
Lunch		
Transport pick up / return journey		
Arrival back at school		

Appendix 6 - Example letter for visits outside Coventry.



St. Christopher Primary School

Headteacher: Mrs Clair Robinson

Date

Allesley Old Road
Allesley
Coventry CV5 9JG
Telephone/Fax: (024) 7667 5017
www.st-christopher.coventry.sch.uk
@stchrisprimary

Dear Parents/Carers

After half term as part of the children in Year 4 will be continuing to learn through the theme 'Extreme Earth'. In order to enhance the curriculum we have arranged a visit to the the Think Tank in Birmingham.

The trip will take place on Tuesday 11th June. We will leave school at 9.00 a.m. and will return to school for 3.00 p.m. Children will need a packed lunch on the day and a drink (no glass bottles please). It would be helpful if packed lunches were in a named carrier bag so that they can be thrown away after lunch time. The children will need to wear school uniform and a coat.

Whilst at the museum the children will have the chance to watch Tornado Alley 3D, a research movie all about Tornadoes which is shown on the Giant Screen. The children will also get to experience the Science Garden and learn about the importance of recycling and preserving our planet. The total cost of this trip (entrance fee and transport) is £13 per child. Under the terms of the Education Reform Act this is a voluntary contribution, but unfortunately if the costs are not met the trip will have to be cancelled.

Please return the reply slip, consent form and contribution to your child's class teacher by October 17th.

Many thanks
Year 3 Team

**Visit to The Think Tank
DATE**

Name of child Class

I give permission for my child to take part in the above visit.

Are there any changes in your child's medical information? _____

Has there been any change in your contact information since September? _____

I enclose a contribution of £13.00 to cover the cost of transport and admission.

SignedParent/Guardian

Appendix 7 - Example letter for visits inside Coventry.



St. Christopher Primary School

Headteacher: Mrs Clair Robinson

Date

Allesley Old Road
Allesley
Coventry CV5 9JG
Telephone/Fax: (024) 7667 5017
www.st-christopher.coventry.sch.uk
[@stchrisprimary](https://twitter.com/stchrisprimary)

Dear Parents and Carers,

As part of the learning the pupils are doing on 'Example' we will be taking them to visit 'Location' on 'date'. This will be a very interesting and exciting visit where the pupils will get an opportunity to learn more about 'Examples' and even try 'Example' for themselves.

As this visit is within Coventry, the Data Collection form you completed in September gives your permission for your child to attend this visit. If you have any additional medical information about your child please can you send this in writing to the school office.

If there has been any changes in the medical information for your child please inform the school office before this visit. Please ensure the school office has the most update contact information for you.

If you have any questions regarding the visit please chat to your child's class teacher,

The Year 'Group' Team.

Appendix 8 - Timeline for a Visit

Action	When	Who	Where / What
Planning the trip	When planning the theme	Year group teachers	Theme planning documents
Investigating and deciding the costs and prices	When looking into the possible trips	Teachers DHT Admin Team	Notebooks
Booking the Visit	Once the date and price has been agreed by all.	Lead Teacher Admin Team	Email / Telephone
Booking the transport	Once the trip has been agreed and booked	Admin (Debbie)	Admin paperwork
Letter sent to parents / carers	At least a month before	Lead Teacher	From the example letters in the policy
Sharing with pupils and planning with them	At least a month before	Teachers	Large paper
Pre visit	3 weeks before	Teachers attending the visit	Photos taken on iPad Notes on initial planning record
Completed Risk Assessment and other forms on Evolve	2 weeks before	Lead Teacher	Risk Assessment Forms. Uploaded on Evolve.
Visit Team meeting	A few days before	All members of staff attending the trip.	Photos of the location shared Website of the locate shared. Itinerary of the day Risk Assessment Phone numbers Groups for the day
Volunteers meeting	The day / morning before	All volunteers (non school staff)	Plan for the day
Visit			
Visit Evaluation	Within a week of the trip	All members of staff	Completed on Evolve.