



Pudsey Bolton Royd Primary School Educational Visits Policy

1. General Statement of Policy

Pudsey Bolton Royd Primary School

recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. EVOLVE visit notifications will, as a minimum, state:
 - the educational purpose of the visit
 - its aims and objectives
 - how it conforms to the school's curriculum aims.
- 1.2 EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy.
- 1.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5 Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards. This can be done by consulting Evolve; KADDI; and/or the use of E2 & E3 provider forms.
- 1.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy, in line with EVOLVE.
- 1.8 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 1.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- 1.10 Every trip or visit will be subject to a review on EVOLVE.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Policy Handbook for Educational Visits, available on Evolve and OEAP National Guidance web site.

2.1 Governing Body

2.1.1 Approval of visits in category 3 will be undertaken by the Chair of Governors:

Mr Chris Hudson

- 2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info. (A governor 'read only' Evolve account is available).
- 2.1.3 A Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to governors annually.
- 2.1.4 An evaluation of every educational visit will be available to view on EVOLVE. This should be completed within a 28-day window following the visit. (After 28 days this option is no longer available on Evolve).

2.2 Headteacher

- 2.2.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, physically and mentally fit and that governor assent has been given if required.
- 2.2.2 The Headteacher will authorise all visits via EVOLVE.
- 2.2.3 The Headteacher will report visits planned and the results of the reviews of visits undertaken, to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator is:

Mr Paul Kilner

- 2.3.2 They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Policy Handbook for Educational Visits.
- 2.3.3 The EVC will be trained and fully conversant with the Policy Handbook for Educational Visits; OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.

2.4 Visit Leader

- 2.4.1 The Visit Leader will comply with the requirements outlined in the Policy Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

- 2.4.2 The Visit Leader will ensure that the notification is completed on EVOLVE within time scales and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- 2.4.3 The Visit Leader will ensure that all parents/carers of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. They are responsible for ensuring signed permission is obtained for all children attending, prior to the visit taking place.
- 2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their visit.
- 2.4.6 The Visit Leader will evaluate their visit on EVOLVE.

2.5 Supervisory staff

- 2.5.1 All staff assisting with supervision on any educational visit will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed, and sign the risk assessment to show they have read the information and agree to implement the control measures contained within it to the best of their abilities.
- 2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are immediately brought to the attention of the Visit Leader.
- 2.5.4 Staff will feedback information subsequently to the Visit Leader, to enable a full review of the visit to be completed.

3. Arrangements

3.1 Proposals

See Appendix 1 for the order of events that will be followed for organising an educational visit.

See Appendix 2 for suggested staffing ratios. Remember these are guidance and should be informed through visit specific risk assessments.

See Appendix 3 for the required booking form to be submitted to the office for visit administration.

The proposal for category 3 visits must be submitted to the headteacher **at least 6 weeks before** the intended visit, unless an exception has been granted.

- 3.1.1 The Visit Leader will submit a proposal to the Headteacher before starting an Evolve notification. The Evolve notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but **MUST** be cleared with HT/EVC first.

Category	Latest date for submission to the EVC
1 - regular curriculum, no transport	2 weeks (recommended)
2 – day visits involving transport	4 weeks (recommended)
3 - overnight, overseas, adventurous	6 weeks (mandatory) - LA needs 4 weeks' notice

- 3.1.2 The EVOLVE notification **must** be completed for all category 3 visits.
- 3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.

3.1.4 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

3.2 Notification

3.2.1 Notification will be made using EVOLVE within the time scales in 3.1.1.

3.2.2 The Visit Leader is responsible for planning the visit and completing the Evolve notification.

3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

3.3.1 Once the notification has received approval, the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made, prior to the alteration taking place.

3.3.2 A record must be kept of all such instances for evaluation and review purposes.

3.3.3 Any accidents or near misses that occur during a visit will be reported to the Headteacher to pass on to Leeds City Council, using the forms CF50 (and/or CF50a) upon the return of the group to school.

3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be reported to the school emergency contact (identified in the proposal) immediately by phone. Upon receipt of any such calls, the school contact will inform the Health and Safety team at Leeds City Council without delay.

3.4 Monitoring

3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

3.4.2 On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body may accompany a group for monitoring purposes.

3.4.3 The school may also request, or be asked to participate in, a Leeds City Council Health and Safety Team monitoring visit of a planned trip, or to conduct an audit of their educational visits processes. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

3.5.1 The evaluation will be completed on EVOLVE.

3.5.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.

3.5.3 Every visit will be reviewed by the Visit Leader, with any near misses or dynamic risk assessments carried out recorded on Evolve as a note.

3.5.4 The signed proposals and risk assessments will be returned to the EVC and held as a record.

3.5.5 The results of the evaluation and review process will be available to the Headteacher via EVOLVE.

3.5.6 The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Policy Agreed/Adopted by Governors: 4/11/2020

Review date: November 2022

Signed Chair of Governors:

Chris Hudson

Date: 4/11/2020

Signed Headteacher:

Kim Buck

Date: 4/11/2020

Appendix 1

ORGANISING AND EVALUATING EDUCATIONAL VISITS **Updated Jan 2020**

All Educational Visit planning should commence 8 weeks in advance of the visit date. Proposals/Parent Letters need to be ready to upload to EVOLVE and be sent out by the office 6 weeks ahead of the visit (to allow sufficient time for parent contributions to be received via Parent Pay).

Educational Visit organisation:

1. Discuss the proposal for your visit with the HT and EVC.
2. Visit Leader to contact venue and obtain 2 or 3 possible dates.
3. Take dates to HT to check against school diary/staffing rotas and to confirm which date is best.
4. Visit Leader to complete the top section of this booking sheet, which can be obtained from, and should be returned to, the office.
5. Visit Leader to ask office to book suitable transport on the agreed/requested date. Office to obtain 2 or 3 quotes and check with Visit Leader which coach company to secure. Office will then complete the booking.

[NB: If no coach/bus is available on the requested date, you will need to return to stage 1 and restart the process.]

5. Once the transport is booked, complete the middle sections of the Booking Form and return to the office. Complete the Proposal Form and letter to parents/carers electronically and email them to EVC. Confirm staffing implications with EVC/HT first, then with any class teachers/T.A.s involved.
6. Once the Proposal/Letter have been checked, and staffing has been confirmed in the diary, you can begin completing risk assessments electronically. You will then be ready to upload all documents onto EVOLVE.

To upload a visit to EVOLVE you will need to attach electronic versions of:

- The **Proposal Form** (including the confirmed staffing, itinerary and complete list of medical needs)
- The **Letter to parents/carers**
- All completed **Risk Assessments** – including transport and specific activities

Naming Visit on Evolve:

There are thousands of visits on EVOLVE and so it is important that there is an organisational structure in naming the visits. This is to both ensure consistency across all year groups and also to make it easier for users to find visits.

The recommended structure is as follows:

1. Year.
2. **Venue – essential.**
3. Class/year/group
4. Initials of school

For example. 2021 Alton Towers Y5 PBR

Note that Category 3 visits (eg Filey/Residentials) need to be signed off by the Chair of Governors in addition to the HT/EVC – ideally before uploading onto EVOLVE, so allow extra time for this within the planning stage.

Note that Cat 3 visits MUST be on EVOLVE a minimum of 6 weeks before the visit date.

Other Reminders

- Before the visit, ensure that all staff involved have read, understood and signed all risk assessments.
- After the visit, return the signed proposal and signed risk assessments to the EVC for archiving.
- Report any significant accidents, near misses or serious safety concerns with the visit to the Health, Safety and Wellbeing Team.
- Evaluate the visit on Evolve, recording any near misses or dynamic risk assessments carried out as a note.

Appendix 2

Ratios

Evolve will ask you to enter the ratio of supervisors to participants. You may find the table below as a quick reckoner for the number of supervisors required.

To exceed the recommended ratios below there should be a suitable and sufficient risk assessment in place. Ratios should consider:

- Meeting the needs of those with behavioural issues
- Meeting the needs of those with disabilities
- Meeting the needs of those with specific medical needs
- The nature of the activities
- The venue
- Amount of time i.e. residential versus day trip to allow for staff rotation
- Remoteness
- The Weather

Recommended Ratios (under 8s)

Aged <2	1:3
Aged 2	1:4
Aged 3	2:13
Aged >3	2:13/1:8

Recommended ratios (over 8s)

Aged 8-11	2:20
Aged 12-16	2:30
Aged 16-19	2:40

Appendix 3

**Pudsey Bolton Royd Primary School
School Visit – Booking Form & Information Sheet**

Date of visit	
Location	
Year Group / Class	
No of pupils	
No of staff	

Is this visit suitable for a double-decker bus? Yes No

Office use:

Coach quotes	Coach Company	Price
Quote 1		
Quote 2		
Quote 3		

Cost of admission	
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Total cost of visit	
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Contribution per child	
Budgeted school subsidy	

Office use:

Actual contributions from children	
Actual school subsidy	

Additional Information:	
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