

# Stewards Academy

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<b>POLICY NAME</b>	Educational Visit Policy			<b>POLICY NO.</b>	
<b>EFFECTIVE DATE</b>	13 <sup>th</sup> July 2023	<b>DATE OF LAST REVISION</b>	12 <sup>th</sup> July 2023	<b>VERSION NO.</b>	4
<b>REVIEW FREQUENCY</b>	Annual				
<b>ADMINISTRATOR RESPONSIBLE</b>	Educational Visits Co-Ordinator		<b>CONTACT INFORMATION</b>		
<b>APPLIES TO</b> apply group names to define applicable areas of staff					
<b>GROUP 1</b>		<b>GROUP 2</b>		<b>GROUP 3</b>	
<b>GROUP 4</b>		<b>GROUP 5</b>		<b>GROUP 6</b>	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1			Created May 2015	Based on the EVOLVE Model Policy
2		June 2019	Reviewed by the EVC	
	FGB	12 <sup>th</sup> June 2019	Approved	
3		June 2020	Reviewed by the EVC	
	P&C	4 <sup>th</sup> June 2020	Approved	
	FGB	10 <sup>th</sup> June 2020	Ratified by FGB	
4	Trust Board	12 <sup>th</sup> July 2023	Updated by EVC / Approved by FGB	

# Educational Visits Policy

Establishment type	Academy
Name of establishment	Stewards Academy
Who is employer	Stewards Academy Trust
Responsibility for offsite visits (possibly EVC, or deputy head)	Senior Deputy Headteacher
Date Trained	EVC Training - 11 <sup>th</sup> November 2022- Senior Deputy Headteacher
Policy agreed	12 <sup>th</sup> July 2023
Signed off by	Trust Board
To be reviewed	Annually – June
Other Policies Related	Child Protection. Behaviour, Managing Medication in Schools, SEND, Finance, Charging and Remission, Health and Safety DfE H&S advice on legal duties & powers December 2012
Other Paperwork Attached (appendix)	Visit Leader Checklist Risk Assessment Template Risk Benefit Assessment Template

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## 1 Introduction

1.1 The Governing Body, as employer, has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Stewards Academy reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link: [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and at Stewards Academy we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Stewards Academy, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA - for example;

- English and Performing Arts – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods, parks, Science Hubs;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, museum and heritage site visits and use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;

- Design and technology – work with local secondary schools, museums;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

- **Gaining approval for a trip**

#### 4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

**The Governors must approve any visit involving an Overnight stay or Overseas.**

The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy: Please refer to the Academy website

#### 4.2 The Headteacher or EVC:

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs, including those with IHCP's for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands their responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process EVOLVE is used to log, audit, approve the following:

Overseas	yes and formal approval by	EVC	Head	LA
Residential	yes and formal approval by	EVC	Head	LA
Adventurous	yes and formal approval by	EVC	Head	LA
Local approved	yes and formal approval by	EVC	Head	

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

[www.oeapng.info](http://www.oeapng.info) 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent

OEAP National Guidance Document

[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note when consent is NOT required:

### Parental consent to off-site activities

*Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.*

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfе%20consent%20form.doc>

## 7 Visits and staffing

### CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

[www.oeapng.info](http://www.oeapng.info) 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, they are in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see [www.oeapng.info](http://www.oeapng.info) 4.3g Risk Management

## 8 The visit

**Prior to the date of the trip:**

- **Once the list of pupils attending the trip is known**, liaise with both the Designated Safeguarding Lead (DSL) and Assistant SENDCo to ensure any relevant individual personal information is known. This is required to assist in preparing any necessary pupil specific risk assessments and plan the activities appropriately.
- Ensure that any outside provider is a reputable one.
- Conduct a preliminary visit if required/possible

- Liaise with first aid staff to ensure medication held on site is available to collect for pupils when off-site.
- Ensure a first aid kit and sick buckets are booked ready for collection on the day
- Liaise with Catering staff to ensure any FSM's (packed lunch) are ordered ready for collection on the day of the trip
- Ensure that all relevant risk assessments have been uploaded ON EVOLVE. (Not always required for a frequently run trip.
- After seeking consent from the senior staff members, ensure that Emergency contact details have been added to EVOLVE
- Ensure that all relevant fields have been completed on the EVOLVE system
- Volunteers on an occasional visit do not require a DBS check. However those accompanying on an overnight stay should have a DBS check completed.
- Ensure that EVOLVE has been completed and submitted at least 7 days prior to the visit date.

## 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit. Ensure the register on EVOLVE is correct and reflects the list of pupils attending.
- full list of escorts and staff and groups of children for which they are responsible.
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.
- Trip Lead to ensure that they have the schools trip phone.
- Ensure all pupils are checked onto the coach and before entering the venue. Headcounts should be completed at various points throughout the day.
- When travelling trip lead is to ensure that pupils have been reminded that seat restraints are worn. (Passengers over 14 are personally responsible for doing so)

## 8.2 During the visit

**If any safeguarding incident occurs on the trip, no matter the significance, the Safeguarding Lead and/or EVC must be contacted and a report made. DO NOT wait until the trip has returned.**

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups).

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

## 8.3 On return

8.3.1 Check all children onto and off the coach and a member of staff must lead the class either into school or to an area where children can be registered by the Teacher, thus ensuring that each child is accounted for up until they depart, either walking home or with a known parent or neighbour.

8.3.2 For those children being collected, a teacher must remain with uncollected pupils until all parents have arrived and all children have departed.

8.3.3 Trip Leaders must only return medication to the Parents/Carers of those pupils attending the trip and not the pupil themselves, unless permission has been received, in writing, from the Parent/Carer. Please note that in usual circumstances this will only apply to medication such as inhalers, epi-pens and other medication as agreed via the Individual Health Care Plan. It is not expected that over the counter medication be returned to a pupil as there is no requirement for parents/carers to provide this. Nor is it expected to return prescription medication as it is expected that only enough of the medication is provided for the duration of the trip.

8.3.4 Medication paperwork to be returned to the Medical Room, along with any uncollected medication and the first aid box.

8.3.5 Trip evaluation or feedback on the impact, relevance and general view of the visit/trip. This can be completed on EVOLVE (Section 13)

## 9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the Academy's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. Advise that the method of payment is via ParentPay.

Some visits may incur vast amounts of money (example ski trip for 80 students £90,000)

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

## 10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal



The teacher, in common with all other employed persons, is covered against industrial injuries by the National Insurance contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

### Indemnity

Please see reference to:

- Parental Consent OEAP National Guidance Document [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent
- DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: (saved onto EVOLVE / Resources / Est Resources

## 11 Transport

See guidance from OEAP NG -

[www.oeapng.info.pdf](http://www.oeapng.info.pdf) 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## 12 Emergency / Critical Incident Procedures

See OEAP National Guidance document:

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## 13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding into the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

<b>Reviewed:</b>	<b>Summer 2023</b>
<b>Next revision due:</b>	<b>Summer 2024</b>

## Generic and Site/Person specific risk assessment

### Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

#### ACTIVITY AND ENVIRONMENT:

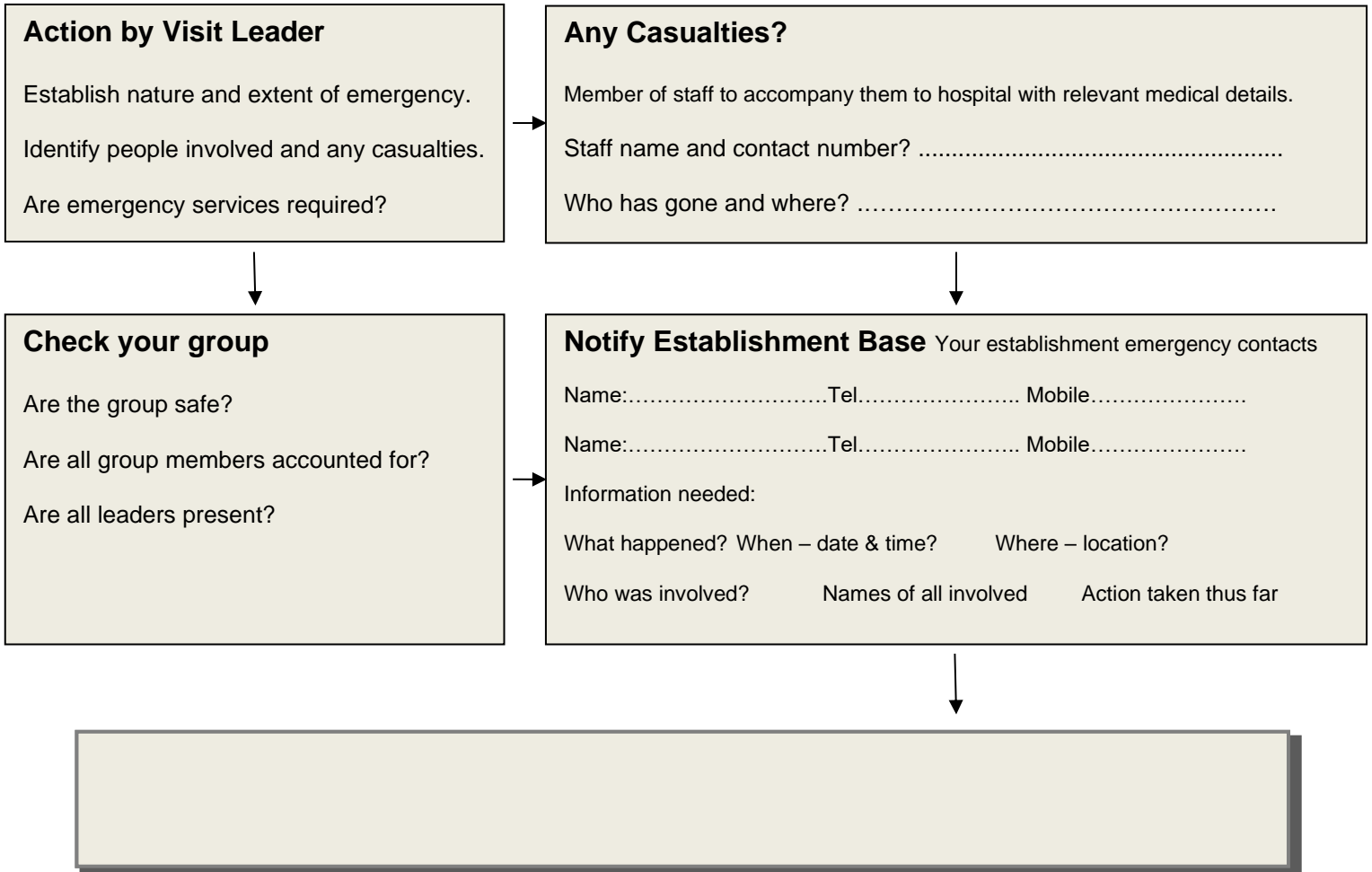
<b>1. Significant Hazards and Identification of Risks:</b> <i>Those hazards and risks that may result in serious harm or affect several people</i>	<b>2. Control Measures:</b> <i>Controls, including relevant sources of guidance</i>

### Risk / Benefit Assessment

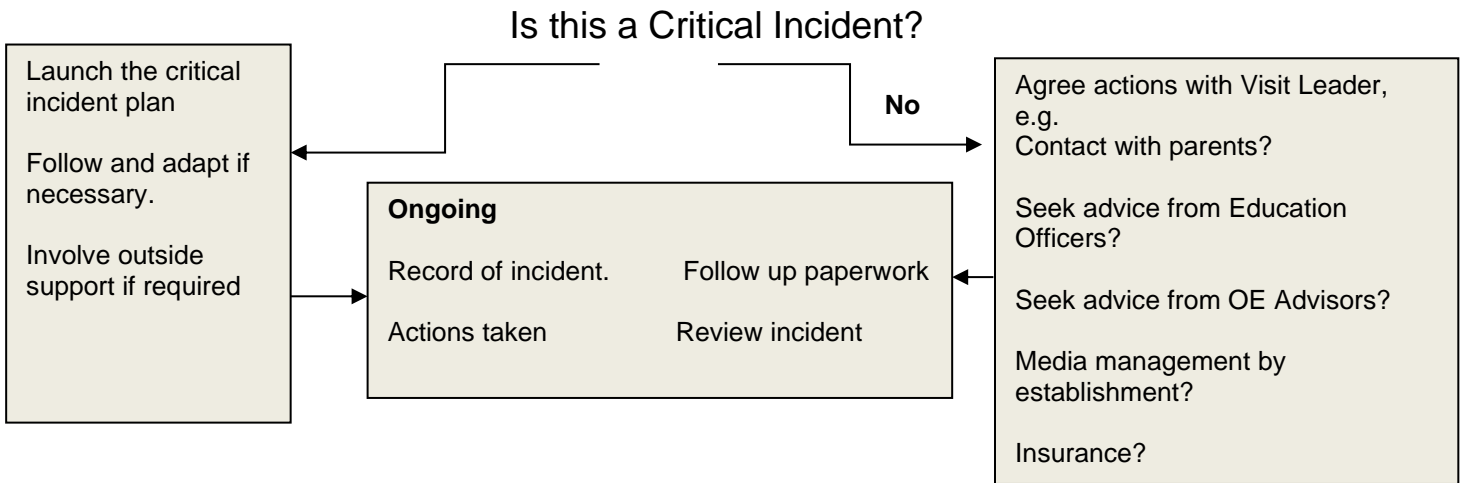
Generic Benefits		Specific Outcomes		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment



## Incident notes and recording sheet

In the event of an incident Visit Leaders must:

- Stay calm
- Delegate appropriate tasks to other leaders
- Watch your group and keep them safe
- DO NOT admit liability
- Collect witness information
- Photograph the scene
- Do not alter equipment
- Do not allow anyone to see a group member without an adult being present
- Once everyone is safe arrange contact with home

Useful numbers:

Stewards Academy – 01279 421951

ECC Schools Comms Team – 03330 139880 (office hours)

ECC Press Office – 03330 132800  
07717 867525

My Useful Numbers:

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## Incident notes and recording sheet

When	Who	What	Where
11:30pm 22/03/2018	Joe Bloggs	Fell out of bed, staff took him downstairs	Bedroom 12

## Critical Incident Action Plan

### Action by Visit Leader

#### START HERE →

- Safeguard yourself
- Remain calm and assess the situation
- Establish nature and extent of emergency
- Identify people involved and any casualties
- Are emergency services required?

#### CHECK YOUR GROUP

- Are the group safe?
- Are all group members accounted for? →
- Are all leaders present?
- Have you briefed group to ensure they know what to do to remain safe?
- Delegate assistant leaders if possible

#### ANY CASUALTIES?

- Ensure injured group members are safe?
- Call emergency services (999 or 112) as appropriate (check number if abroad)
- Carry out first aid to the best of your abilities
  - A – Preserve Life
  - B – Prevent the condition from worsening
  - C- Promote recovery
- Member of staff to accompany casualty to hospital with relevant medical details

Staff Name and Contact Number: \_\_\_\_\_

Who had gone and where: \_\_\_\_\_

#### NOTIFY ESTABLISHMENT BASE

Your essential emergency contacts: Establishment main phone: 01279 421951

Name \_\_\_\_\_ Contact No 24/7 \_\_\_\_\_

Name \_\_\_\_\_ Contact No 24/7 \_\_\_\_\_

Information Needed (please use notes section on the pervious page);

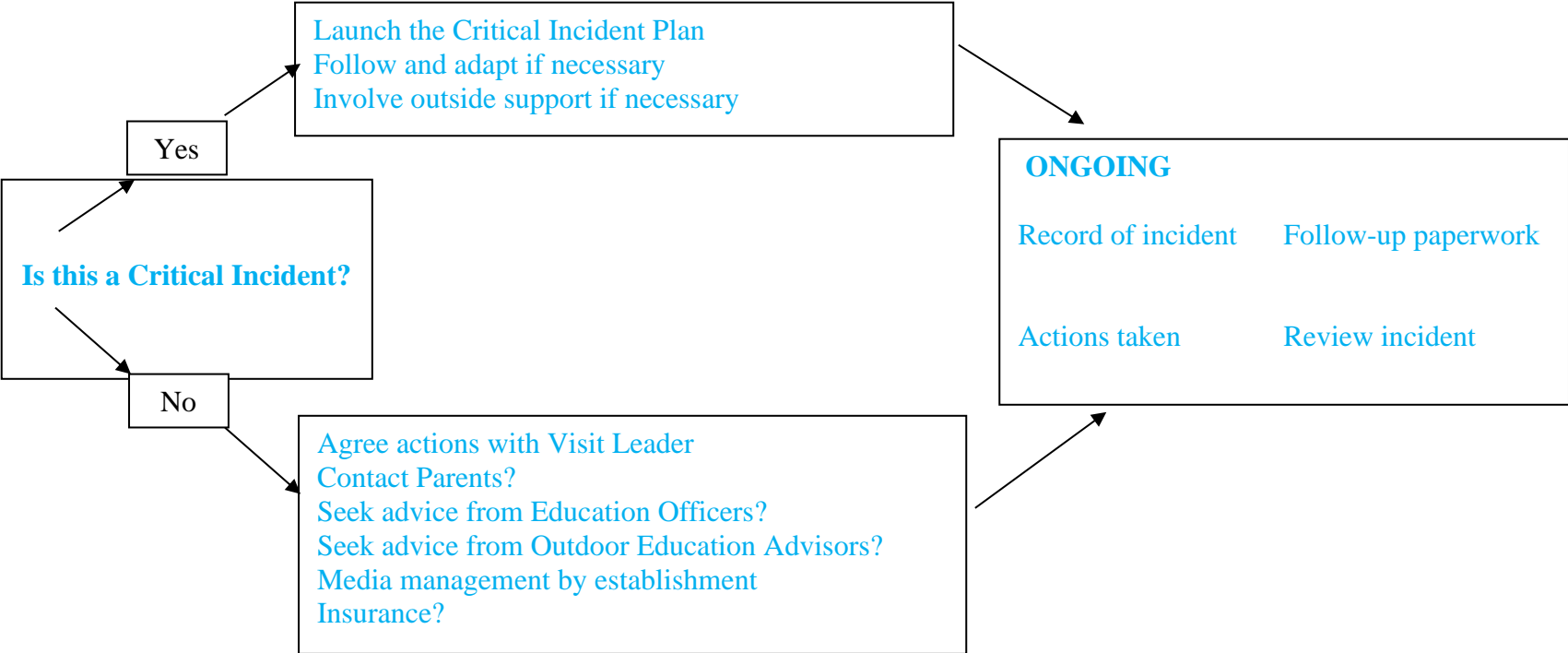
What happened?	When – date and time	Where – location?
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Who was involved / injured?	Names of all involved	Actions taken so far
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### Agree contact numbers to use and pattern of future contact

# Critical Incident Action Plan

## Action by Establishment





## REGISTER OF MEDICATION

PUPIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Date	Name of person who bought in medication	Name of medication/brand and type	Amount supplied	TYPE (tablet Capsule liquid)	Exp Date	The dosage regime as specified by the pharmacist, written instruction from the parent/carer or dosage information as specified on the container	Received By (staff name)	Parent/Carer Signature Delivering the medication	Parent/Carer Signature Collecting the medication

Max Dosage:	
Every:	

**\*\*Adult is signing to confirm the above is correct and that the pupil has permission to take the meds in school according to the regime stated above**

The Academy only accepts prescribed or non-prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. The Academy staff member accepting the medicines need to ensure that the medication:

- Is brought to the school by a parent/carer
- Is in the original packaging from the pharmacist
- Is in date as indicated on the blister pack
- Will expire when the prescription ends as the manufactures' expiry date is not valid once the medication is opened.

**Aspirin will only be administered if prescribed by a Doctor – over the counter aspirin will not be accepted**

A pupil under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor. Before agreeing to administer prescribed aspirin related medications outside the pattern stated by the Doctor the parent/carers must be informed.

## Extract form the Policy - Pupils with Medical Conditions Policy

### **Recording the receipt and dispensing of medication**

When medication is brought into the Academy the following information must be recorded and include the following:

- The date the medication was received in school
- The name of the person bringing in the medication, usually the parent/carer
- The name of the medication
- The amount of medication that has been supplied to ensure the academy has a record on what medicines are being stored
- The type of medication (tablet, liquid etc)
- The expiry date of the medication or prescription
- The dosage regime as specified by the pharmacist, written instruction from the parent/carer or dosage information as specified on the container.

### **When the medication is administered in school**

When medication is administered to pupils, it will be issued in accordance with the records above. Each pupil who has medicine on site will have an individual medical record of medication issued and this will be completed when medicines are administered. The following information is recorded:

- The date and time that the medication was administered
- What the medication was that was administered, especially relevant if different medication is held for the same pupil
- How much of the medication was administered
- The quantity of medication remaining on site
- Who the medicine was administered by, if by the pupil the name of the supervising adult
- Any relevant comments / actions required / side effects

### Arrangements for school trips and sports activities

The Governors recognise that no pupil at Stewards Academy should be prevented from participating in school trips and visits including sporting activities as a result of their medical condition.

Teachers within the Academy are aware of how a pupil's medical condition will impact on their participation in any off-site activity, so will allow enough flexibility within the activity to enable all pupils to participate according to their own abilities and with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.

Teachers will consider what reasonable adjustments must be made to enable pupils with medical needs to participate fully and safely on visits. The visit leader will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parent/cares and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips. Some information will already have been included on the IHCP, including which Healthcare Professionals need to be contacted.

The visit leader will ensure that all pupils' medical records are available prior to the trip departing the Academy. Staff attending the trip will be aware of any medical issues that the pupils have again prior to the trip leaving and of any medication / procedures that will necessary during the duration of the trip. The staff will receive any training required to ensure that the pupils have the care they require while on the trip.

Any medication required for pupils while on the trip, will be stored in a portable locked container and a nominated person will be responsible for the container. While the trip is in progress, the person administering medication must follow the same procedure as if administering medicines on site and the same records must be completed – see '**when the medication is administered in school**'.



**ADMINISTERING PUPIL MEDICATION RECORD**

PUPIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

Date	Medication	Amount Given	Amount Left	Time	Given By:	Comments/Action/Side effects