



**CSS**

Children's  
Support  
Service

# Children's Support Service Educational Visit Policy

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Updated – November 2019

Review date – Autumn 2021

## Educational Visits Policy

Establishment type	Education (PRU)
Name of establishment	Children Support Services (CSS)
Who is employer	Essex County Council
Responsibility for offsite visits (Head EVC, Head Teacher)	Head Teacher Jo Barak, Head EVC Kathy Hargreaves, EVCs; Noel Evans (Langdon Hills), James Shane (Fairview), Amy Wakeford (pending Hadleigh), Richard Davies (Primary)
Dates Trained	KH EVC Co-ordinator Update 12.11.19 JS New Educational Visit Co-ordinator 23.11.17 NE New Educational Visit Co-ordinator 23.11.17 RD EVC Co-ordinator Update 16.10.18 AW New Educational Visit Co-ordinator pending
Date reviewed and amended	November 2019
Signed off by MC	
To be reviewed	Autumn 2022
Other Policies Related	Fairview Learning Centre and Primary Centre Policy and Operating Procedures Langdon Hills Learning Centre and Primary Centre Policy and Operating Procedures Hadleigh Learning Centre and Primary Centre Policy and Operating Procedures Child protection Health and safety Outdoor Learning Forest Schools
Other Paperwork Attached (appendix)	School Emergency Plan Emergency Contacts General Risk Assessment



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## 1. Introduction

1.1. The Management Committee has the responsibility of providing guidance for off-site school visits and it is essential that staff members of CSS undertake an induction process / training to include reading this policy and signing the register, before contemplating or organising any educational trip or visit or any extra-curricular or off site activities that include students from this school.

- CSS uses EVOLVE: a management system supported by the LA (Educational Visits Support Team located in Danbury, Essex) and owned by [formerly EES for Schools] now Juniper Education (Essex County Council). EVOLVEvisits is an online system for the planning, approval and management of educational trips, visits and extra-curricular off site activities. There is a link to this platform from the CSS staff webpage.
- EVOLVE has links within it to exemplar Risk Assessments and *THE OEAP National Guidance* and recent updates from the DfE at <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- Specifically, staff with designated responsibilities should read: *Guidance for the Management of Outdoor Learning, Off-site visits and Learning outside the Classroom*, in addition to essential reading documents specific for their role e.g. Governor / Head/ EVC / Visit Leader / etc.  
see EVOLVE or website link : [www.oeapng.info/](http://www.oeapng.info/)
- **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 students 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 we seek to ensure that the National Curriculum is delivered to all students, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the students at CSS, we offer a range of educational visits and other activities that add to what they learn at school.
- 2.3. If visits are local, e.g. to the park for a game of rounders, or to the care home to deliver cakes, within the student's normal school day, such visits are covered by the Extended Learning Locality described in the centre policy. These do not require a separate risk assessment or Evolve record, but may use a Local Area Activity record at the EVCs discretion.

### 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 students.
- 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: e.g.
- English – theatre and cinema visits, visits by authors, poets and theatre groups;
  - Science – use of the school grounds, visits to local woods and parks, visit to the Science Museum London;
  - Mathematics – use of shape and number trails in the local environment;
  - Art and design – art gallery visits, use of the locality;
  - Music – range of specialist music teaching, extra-curricular activities, concerts for parents and students;
  - Design and technology – work with local secondary schools, use of the school grounds;
  - ICT – its use in local shops, libraries, secondary schools;
  - Food and Nutrition – visits to care homes, restaurant kitchens;

- PE – fixtures and extra-curricular activities such as Stubbers Adventure Centre, PT Barn, Grangewaters, Mountain Biking at Hadleigh Park and Parkour all lead by external providers who conduct their own risk assessments that are uploaded onto EVOLVE. (see also Extended Learning Locality in centre policy)
- Duke of Edinburgh Award – local expeditions (walks in the countryside) and visits to charities such as the Food Bank to accommodate volunteering;
- Forest Schools – use of the school grounds, locality and visits to nature reserves, parks and beaches, (Extended Learning Locality)
- Alternative Education and enrichment activities – such as Rugby Works and Fire Break (note these provide their own staff and risk assessments that are uploaded onto EVOLVE.)

**NOTE – when extra-curricular activities take place there will always be an adult, other than the one running the activity on the visit, with staff to student ratios carefully considered and risk assessed.**

## 4. Gaining approval for a trip

### 4.1. Management committee members

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

The Members must approve any visit involving an Overnight stay, Overseas Visit or new Adventurous Activity. The Members delegate the Head Teacher / Head EVC the responsibility to approve all other visits. The chain of approval is documented on EVOLVE and evidenced by email to the relevant Head / EVC.

### 4.2. The Head Teacher or EVC:

OEAP National Guidance Document

<http://oeapng.info/downloads/download-info/3.3a-EVC-Check-List>

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

Should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see SEN and Disability Act 2014.

Should ensure the suitability of all staff appointed to the visit, and that they have received induction training and signed the register.

Should ensure that the visit leader fully understands his/her responsibilities.

Should implement effective emergency contact arrangements.

Should ensure that financial and insurance matters, staff ratios including gender ratios for use of public toilets and parental consent are dealt with appropriately.

## 5. Choosing a provider

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

<http://oeapng.info/downloads/download-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.). LOTC holders are listed on EVOLVE.

Other providers of adventurous off site activities submit their documents to the Head EVC and to EVOLVE for checking and recording and to form the basis of the risk assessment.

## 6. Parental Consent:

Global consent is obtained and recorded (on the MIS) upon admission, however in the case of **residential and adventurous activities** or trips with a **long journey**, letters outlining details and requirements of the visit or activity are sent to parent/carers for further consent and these are often followed up with phone calls to ensure full awareness of the students participation in such an activity.

OEAP National Guidance Document

<http://oeapng.info/downloads/download-info/4-3d-consent/>

Also recent update on guidance

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

## 7. Visits and staffing

OEAP National Guidance Document

<http://oeapng.info/downloads/download-info/3.3e-Visit-Leader-Check-List>

Complete Visit leader checklist for all off site activities:

- I have met all requirements of my employer's and my establishment's policies relevant to the visit, completed the induction training and signed the register.
- I am confident to lead the visit and have the specific competence to do so, have been judged so by my head / manager in line with my employer's requirements, and uploaded the necessary and relevant documents to Evolve in my profile.



- I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.
- I have kept my EVC informed at each stage of the planning process.
- I have undertaken a preliminary visit if appropriate or required by establishment policy.
- I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.
- I have shared details of 24/7 emergency contacts and emergency arrangements with key staff.
- I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers.
- I have checked whether insurance arrangements are adequate.
- If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management.
- Child protection issues are addressed, including DBS checks and processes where appropriate.
- I have disseminated relevant information to supporting staff.
- There is access to first aid at an appropriate level.
- Relevant information has been provided to parents and young people, and pre-visit information meetings have been arranged where appropriate.
- All aspects of the visit (both during and after the event) are evaluated.
- Staff and other supervisors have been appropriately briefed on the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities.

- The visit is effectively supervised - staffing ratios meet requirements of good practice.
- Staff and third party providers have access to emergency contact and emergency procedure details.
- All of the above is recorded on EVOLVE using the trip leader's account, and the appropriate chain of approval is evidenced on the EVOLVE form and the Head / EVCs email.

<http://oeapng.info/downloads/download-info/3-3e-visit-leader-check-list>

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head Teacher and holds delegated responsibility for Health & Safety and Duty of Care.

Update Autumn 2019

At CSS all staff, excepting admin and site staff, are undertaking online training, an e-learning platform from Juniper Education. The rationale behind this is that while not strictly a trip or visit, taking a student in the car to another centre, or being on duty at the local shops at break, or taking a student for a walk around the centre for time out, all necessitates a level of risk management and requires the awareness of a trip leader. The completion of the course is monitored by the Head EVC and recorded by administration.

<https://nimbl.junipereducation.org>

## 8. The visit

### 8.1. On the day

Leave in the school office and recorded on EVOLVE:

- an up to date (amended if necessary) list of children present and attending the visit or activity

- full list of escorts and staff and groups of children for which they are responsible
- the itinerary for the entire day
- check students' mobile phones, bags, drinks, lunchboxes and equipment are present
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone
- Copies of Emergency / Critical Incident Plan contact numbers given to all leaders.

## 8.2. During the visit

Students must be kept in escort's group at all times, if one urgently requires the toilets, then must be accompanied by other students. If a female / male escort is not available for the toilets then escort must first use the provider's staff but failing that they must enter the toilets to ascertain risk *STUDENTS MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN*. Escorts should then check the toilet has been left in good order after the student's use.

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

Check all students off the vehicle e.g. mini bus/car. Member of staff must escort into school where students can collect their mobile phones and teacher can check them off, thus ensuring that each child departs safely.

A teacher must remain with students until they have collected mobile phones and left school building.

## 9. Financing the visit

Trip leader to email Head Teacher for approval for visit using school system. Once email of approval has been received activity can be financed using; P card, order request or petty cash as advised for activity.

## 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 weekly 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 well being 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

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose. **New legislation Aug 2013 states that parental permission is not required for taking pupils off site during curriculum time.**

## Insurance Provision

Teachers should be aware of the school provision for insurance.  
See: Copy schedule of School Insurance for off-site visits on file in main office.

## External Providers

External Providers should supply a copy of their **Public Liability Insurance Policy**, copies of which should be stored on EVOLVE and in the administration files.

## 11. Transport

Method of transport recorded on EVOLVE with relevant risk assessment.  
Also see guidance from OEAP NG and generic Risk Assessments forms provided by EVOLVE-

<http://oeapng.info/downloads/download-info/4-5a-transport-general-considerations/>

<http://oeapng.info/downloads/download-info/4-5c-transport-in-private-cars/>

- a) Pupils will remain in the vehicle until advised to do otherwise. When getting out of the vehicle pupils will be reminded about traffic. Staff will stand and see pupils out of the vehicle. Pupils will stay in a group supervised by adults.
- b) Pupils will be evacuated from the vehicle, if safe to do so. When getting out of the vehicle pupils will be reminded about traffic, i.e. travel on opposite side of road and rules about crossing roads. Staff will stand and see pupils out of the vehicle. Pupils will stay in group supervised by adults.



- c) Emergency services informed of hazards on major road / motorway.
- d) Brief to warn of hazard. Pupils to stay in pre-arranged groups, which are supervised by an adult.
- e) Pupils briefed clearly about expectations and behaviour on mini bus/car travel.
- f) Brief to remind of the dangers of handling luggage to and from the mini bus. Mini bus driver to load on and off the mini bus.
- g) Pupils are to stay in their allocated group and be accompanied by an adult at all times. Adults to supervise toilet stops
- h) Brief about the appropriate footwear, the hazards and of the appropriate behaviour. The pupils will be working in small groups and each group will supervised by an adult at all times. Remind about the importance of 'no running'.
- i) If accident occurs, all passengers will be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles wherever possible. Inform emergency services inform school and head teacher.

Prior to journey the following checks will be carried out:

Competence and training requirements for drivers, including whether the driver holds the appropriate license. Scan of driving license uploaded to trip leader profile on EVOLVE.

- Number of driving hours required for the journey and total length of the driver's day (including non-driving hours).
- Capacity of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue and the extent to which the passengers will need additional supervision.
- Type of journey - will the visit take place locally or will it include long distance driving?
- Foreseeable traffic conditions.
- Weather and driving conditions.
- Journey time and distance from support.
- Comfort stops and access to toilets and refreshments.
- Group supervision.
- Contingency funds and arrangements in case of breakdown/emergency.
- Insurance cover (to include Business Insurance on Private Policies where relevant)

- Staff using their own private vehicles to transport students may only do so if they have Business Insurance and when the vehicle is registered and recorded by the school administration system. Staff may then claim mileage.

If all of these boxes are ticked then staff member is authorised to be allocated driver for the required journey.

## 12. Visits and the threat from terrorism

See CSS Critical Incident Plan – separate policy. Link from school website. Uploaded onto EVOLVE.

See OEAP National Guidance document :

<http://oeapng.info/downloads/download-info/6k-faqs-visits-and-the-threat-from-terrorism/>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

- The UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when this level was first published, it has never been below 'substantial' – the middle level.
- Be aware of the latest news relating to your destination. In the UK know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.) In the case of visits to areas / venues deemed at high risk from acts of terrorism, check the status immediately prior to departing.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans. When visiting crowded places such as a major city, venue or event, the risk of attack may be greater.
- As part of risk assessment to cities, large venues or events, consideration to be given to making alternative travel arrangements or overnight accommodation / shelter / refuge. Google maps provides the locations of public buildings or hotels. The trip leader should consider means of covering any financial implications (p-card).
- Students with medical conditions should carry sufficient medication for an emergency overnight stay.

- A landline emergency contact number to be taken in case mobile networks go down.

### 13. Emergency / Critical Incident Procedures

See CSS Critical Incident Plan – separate policy. Link from school website. Uploaded onto EVOLVE.

See OEAP National Guidance document :

<http://oeapng.info/downloads/download-info/4-1a-critical-incident-management-the-employers-role/>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

- In accordance with CSS Critical Incident Plan, all leaders must carry emergency landline telephone contacts and be briefed in the action plan
- On return, the visit leader must comply with CSS Critical Incident Plan reporting procedures.

### 14. Monitoring and Evaluation

After visit review and rigorous evaluation will take place and be recorded on EVOLVE. In the case of overseas visits, there will be consultation of the young people concerned, the parents, the leaders and partner organisations.

This process will help in the celebration of success as well as feeding in to 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.

Statistical analysis of the evaluation and impact of trips, visits and off site activities is available from the EVOLVE software.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

## Risk assessment

A CSS Risk Assessment Pro Forma for off-site trips, visits, sports fixtures, extra-curricular and enrichment activities is attached below.

However, since all of the details in the CSS Risk Assessment Pro Forma below are entered onto the EVOLVE online submission form, and there are many example risk assessments for a variety of activities in the EVOLVE resources section. Trip leaders may download these, edit to suit and upload to the EVOLVE online submission form rather than complete the blank template below.

Event Specific Notes ESN, may also be used to refer to establishment policies, generic risk assessments and operating procedures.

Evolve plus is linked to the school MIS for addition of staff and student attendee names and details, including a link to any medical conditions and parental consent.

## CSS Trips, Visits, Extra-curricular and Enrichment Activities Risk Assessment Form

<b>Assessor (Trip Leader)</b>	
<b>Centre</b>	
<b>Employer</b>	Children's Support Service South Quadrant

<b>Transport:</b> Minibus / staff car / train / bus / taxi / walk / none (please highlight)				<b>Date:</b>		
				<b>Departure time:</b>		<b>Return time:</b>
<b>Place of Visit:</b>				<b>Purpose of visit:</b>		
				<b>Intended outcomes:</b> 1. 2.		
Identified Hazards	People at risk	Estimated Risk Level			Controlled Measures to be included	Date Action
		High	Med	Low		
.	Pupils Staff					



<b>Programme for the visit</b> (an outline of activities for the day)						

Possible People at Risk (please highlight)	Pupils	Staff	Parents	Parent Helpers	Visitors	Contractors
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	Names of Males	Names of Females
Young people attending		



Any special needs of pupils on the visit. <b>Please state any medical needs</b>		First Aid Kit
		Yes / No

Accompanying staff – names & telephone numbers				
Teachers	Please tick if 1 <sup>st</sup> Aider	Support Staff	Please tick if 1 <sup>st</sup> Aider	Parent / Helpers

Date		Signed	
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Please ensure this form is uploaded to EVOLVE.



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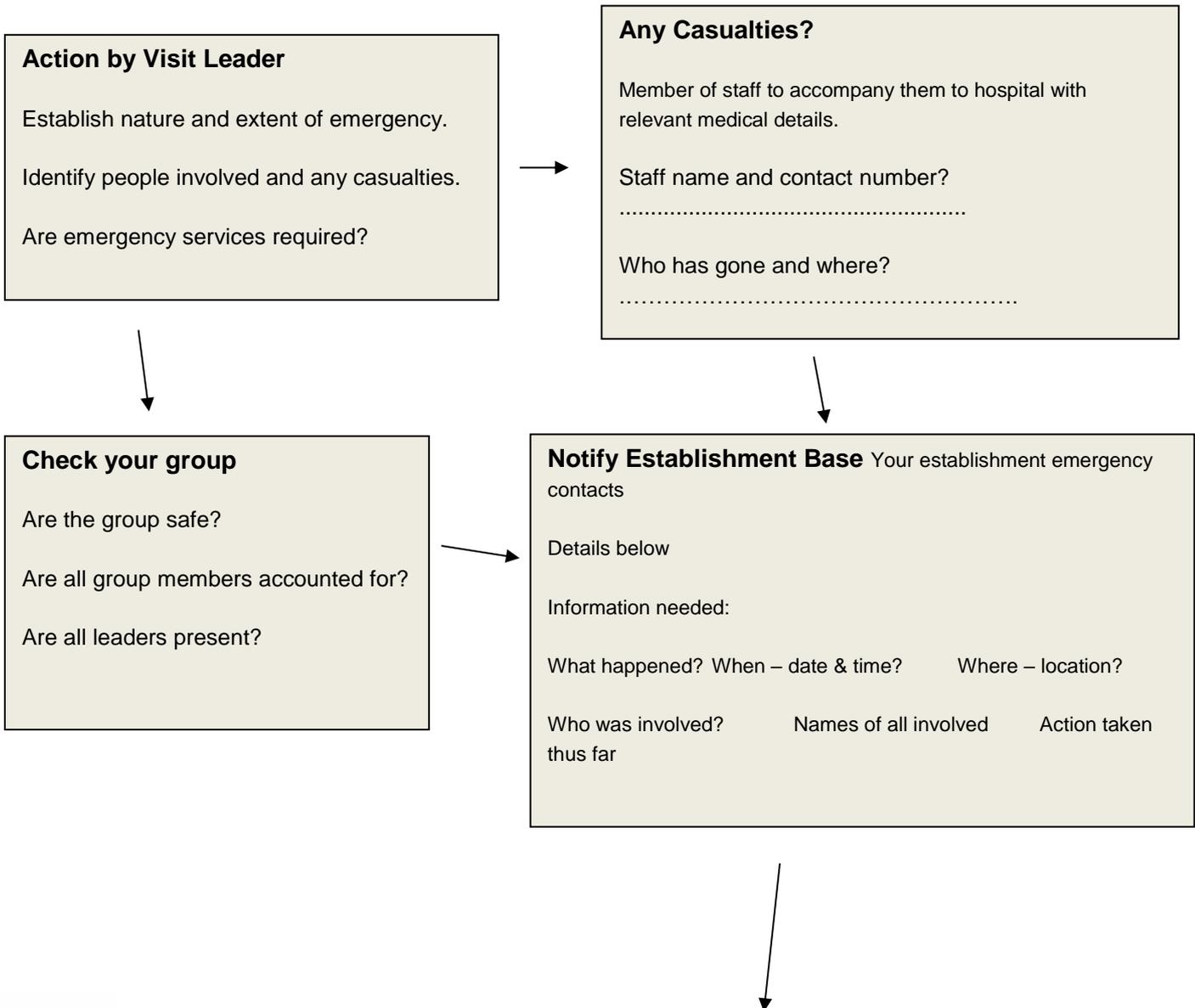
**Risk / Benefit Assessment**

<b>Generic Benefits</b>	<b>Specific Outcomes</b>
Motivation for learning Increased mental well being Increased confidence Increased self esteem Broaden life experiences Opportunity to pursue a new challenge	Students learn a new skill Students have the opportunity to challenge themselves

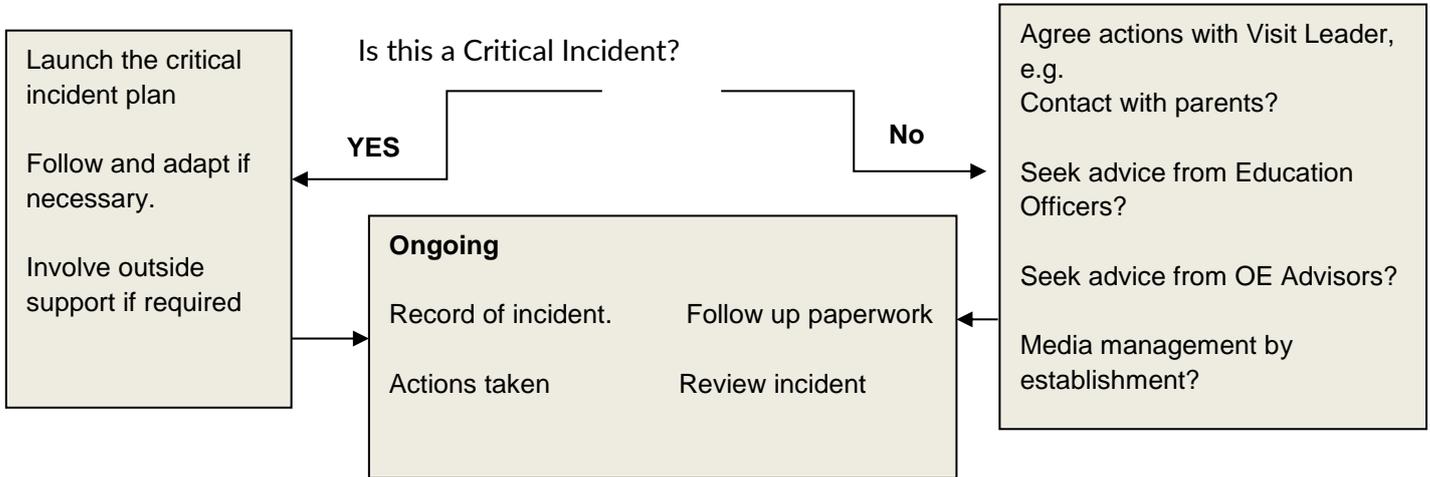
**EMERGENCY PROCEDURES ACTION PLAN**

See also CSS Critical Incident Plan – separate policy link from school website and EVOLVE.

Please follow the steps below to help manage emergencies effectively



Action by Establishment



**Agreed contact numbers to use and pattern of future contact.**

**Jo Barak (HT) – 01268 542367; 0787 2107964**

**CSS Hadleigh- 01702 559347**

**CSS Langdon Hills-01268 542367**

**CSS Fairview-01268 552482**

**Relevant numbers for each educational visit are included in risk assessments.**