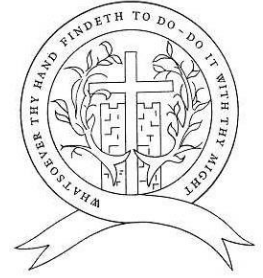


St Matthew's Church of England Primary School

Educational Visits Policy

Policy written by Kirsten Cameron
Governor link: Chair of Governors

Policy approved in Autumn 2024
Policy to be reviewed in Autumn 2026



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Whatever you do, do it with all your heart. Colossians 3:23

Our vision is to be a school where pupils have a positive approach to learning and where provision is consistently good or better. Our curriculum is relevant and creative and reflects our diversity. We aim for all pupils to leave St Matthew's well equipped for the future, demonstrating Christian values and showing self-confidence.

Aims and Purpose of Educational Visits

At St Matthew's Church of England Primary School, we believe that educational visits are an integral part of a balanced curriculum and therefore have a strong commitment to the added value of learning outside the classroom and beyond the school premises. We seek to provide a broad and balanced range of Learning Outside the Classroom opportunities for all our pupils. Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, St Matthew's Church of England Primary School:

- ★ Adopts National Guidance www.oeapng.info – this provides guidance, activities training and support for outdoor learning and educational visits
- ★ Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities outside of the School Learning Area.

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

Types of Visit

The School has agreed a policy for categorising its visits in line with Suffolk's guidance:

- ★ **Level 1: Visits/activities within the 'School Learning Area' that are part of the normal curriculum, take place during the normal school day and do not require transport.** These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- ★ **Level 2: Other non-residential visits within the UK that do not involve an adventurous activity but do require transport.** These are entered on EVOLVE by the visit leader and submitted to the EVC for checking, these are authorised by the Headteacher.
- ★ **Level 3: Visits that are residential, or involve an adventurous activity.** These are approved at school level on EVOLVE by the Headteacher and then at Local Authority level via EVOLVE.

The school will use EVOLVE to record and approve all Level 2 and Level 3 visits.

Roles and Responsibilities

Visit Leaders: are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements (Appendix 4).

Educational Visits Co-ordinator (EVC): is Jack Rawlinson, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Headteacher: has responsibility for authorising and for submitting all residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's: role is that of a 'critical friend'. The Governing Body has delegated approval of all visits to the EVC and Headteacher.

The range of activities which the Governing Body has given its approval includes:

- ★ Out of hours Clubs (music, drama, art, science, sport)
- ★ School sports teams
- ★ Regular local visits (places of worship, swimming, other local amenities)
- ★ Day visits for particular groups
- ★ Residential visits
- ★ Adventurous Activities.

They will receive information on these visits from the EVC at termly Governor's meetings unless significant changes to the location, provider and time of the annual residential is planned in which case the Governors' approval will be sought. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority: is responsible for the final approval (via EVOLVE) of all visits that are either residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- ★ An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- ★ Supervision by senior staff on some educational visits.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher or EVC will take into account the following factors:

- ★ Relevant experience.
- ★ The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- ★ Knowledge of the pupils, the venue, and the activities to be undertaken.

Supervision (all visits)

The school follows the OEAP National Guidance on "Ratios and Effective Supervision". The school, does not prescribe minimum staff to participant ratios for visits (except where the law requires minimum ratios for Early Years). Ratios and other arrangements for the effective supervision of the children, should be determined as part of the risk assessment process by proper consideration of factors including:

- ★ age (including the developmental age) of the group

- ★ ability of the group (including special needs, behavioural, medical and vulnerability characteristics)
- ★ nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- ★ staff competence.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time.

For sporting fixtures out of school, a qualified teacher or the Sports Coach will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them. Failure to make adequate provision could place visit organisers at professional risk.

We only take employed members of school staff on school trips.

Parental Consent

- ★ All parents are asked to complete an annual 'Local Visits' consent slip; therefore, visits within the 'School Learning Area' do not require additional consent.
- ★ Parents should be informed of 'specific day visits' by letter. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis.
- ★ **Written** consent will be sought where transport of any kind is involved.
- ★ Residential Visits or those involving 'Adventurous Activities' (Type 2 Visits) require additional consents and therefore must be planned with the EVC who will follow both the schools own checklist and the requirements of the Local Authority.

Charging / Funding for Visits

- ★ The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance the provision provided. There is no obligation to contribute and pupils are not treated any differently according to whether or not their parents have contributed.
- ★ The level of contribution will be calculated for each activity.
- ★ The school will meet the transport costs, for one trip per year group, to ensure that the cost to parents is the entrance fee only.
- ★ Some activities may not take place if parents are reluctant to support them in this way.
- ★ The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses. (DfE Guidance May 2018.)

Critical Incident Plan:

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The Headteacher and EVC are emergency contacts in relation to educational visits.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 3). All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or 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 and MAT.

Inclusion

The visit leader will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised. If teachers', parents' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance are all in place. Appropriate child restraints must be used in line with Government legislation. Permission from parents must be gained for children to be transported in other parent's cars.

OEAP ~ Outdoor Education Advisers' Panel

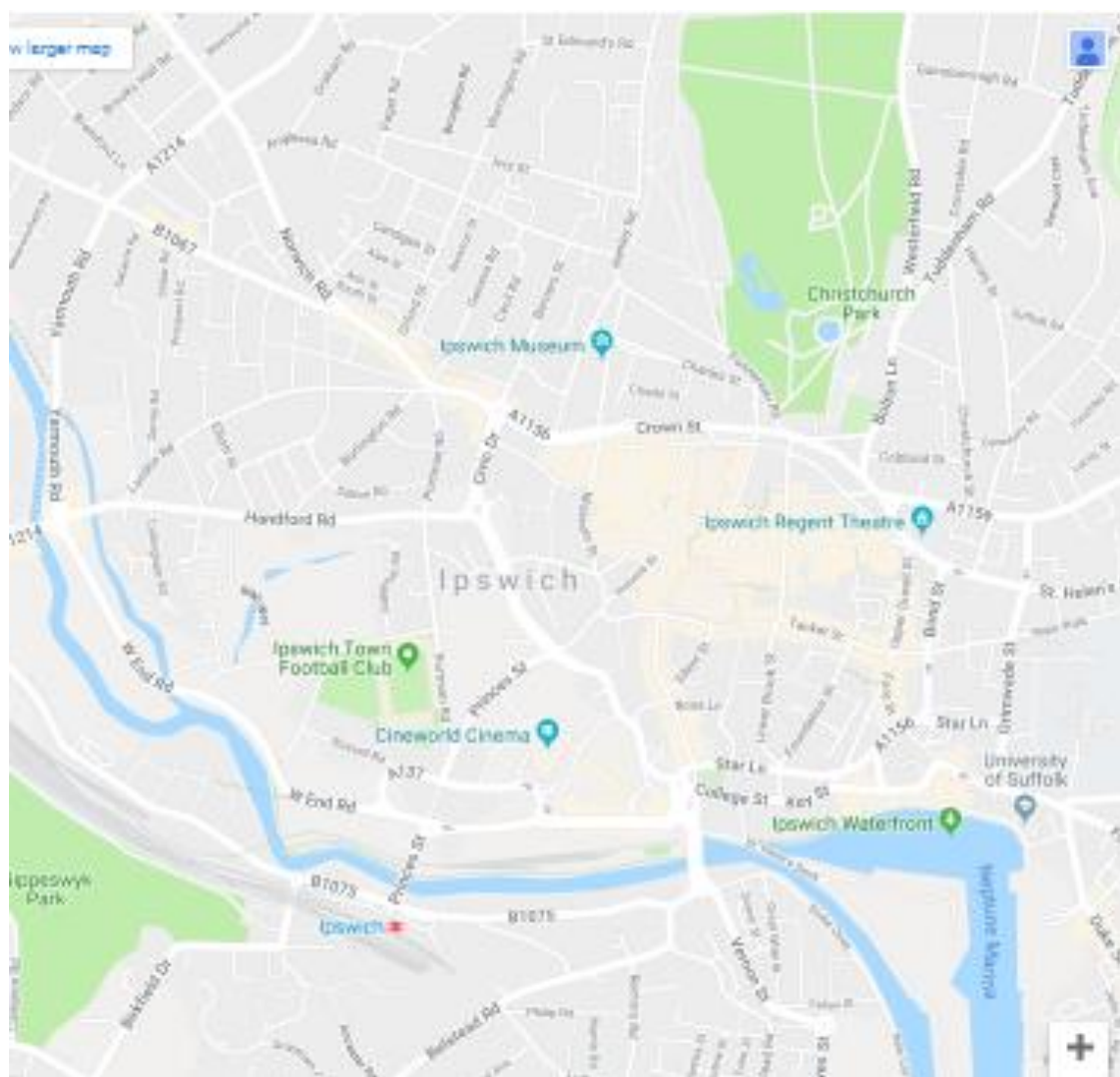
Appendix 1 – School Learning Area

General: Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- ★ do not require parental consent
- ★ do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- ★ should be recorded on EVOLVE if regular, e.g. swimming lessons
- ★ do not need to be recorded on EVOLVE if these are ad-hoc activities

Boundaries: The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: Alderman Park, Christchurch Park, The Waterfront, Wolsey Theatre, Ipswich Museum, ITFC, Cineworld, the town centre and the roads in the immediate area around the school.



Operating Procedure for School Learning Area

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

- ★ Other people / members of the public / animals.
- ★ Losing a pupil.
- ★ Uneven surfaces and slips, trips, and falls.
- ★ Weather conditions.
- ★ Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish).

These are managed by a combination of the following:

- ★ The visit Leader completes a visit form and this is signed by the EVC or Headteacher.
- ★ Staff to child ratios are met.
- ★ Staff are familiar with the area, including any 'no go areas'.
- ★ Pupils have been trained and have practised standard techniques for road crossings in a group
- ★ Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- ★ All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- ★ Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- ★ Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- ★ A mobile is taken with each group and the number is recorded on the paperwork.
- ★ Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- ★ The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school.

Any pupils whose behaviour could be considered a danger to themselves or to the group may be stopped from going on the visit. The Headteacher will make this decision after seeking guidance from Evolve.

St Matthew's Church of England Primary School

School Learning Area

Leave this completed form on Kirsten's desk when you go out.

Date:		
Visit Leader:		
Phone Number of Visit Leader:		
Accompanying Staff:	Name:	Mobile Number:
Activity:		
Destination/Venue details:		
First Aid kit taken?		
Time out:		
Time back:		

★ Pupil medical and behaviour needs attached as class lists.

Approved by:

EVC on behalf of the Governors

Date:

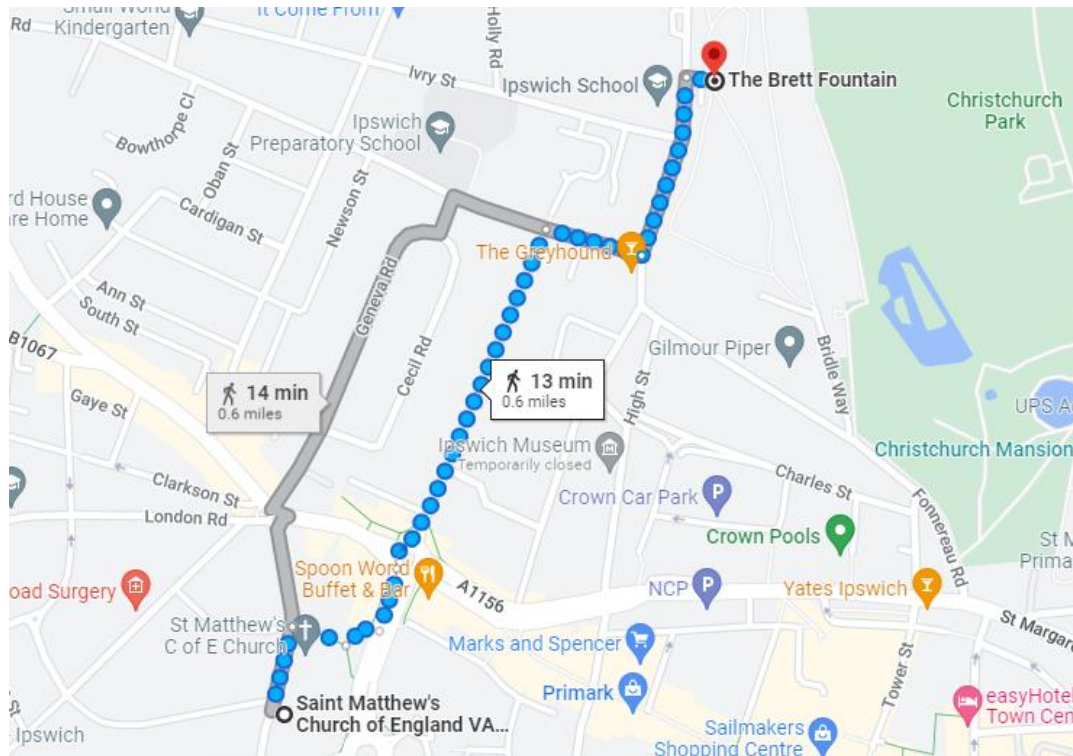
Appendix 2 – Operating Procedures

- ★ Walking route to Christchurch Park and Mansion
- ★ Walking route to Alderman Park
- ★ Walking route to Crown Pools

St Matthew's Church of England Primary School

Walking Route to Christchurch Park / Christchurch Mansion

<https://goo.gl/maps/GmNMCD8mjAtrkSJK6>

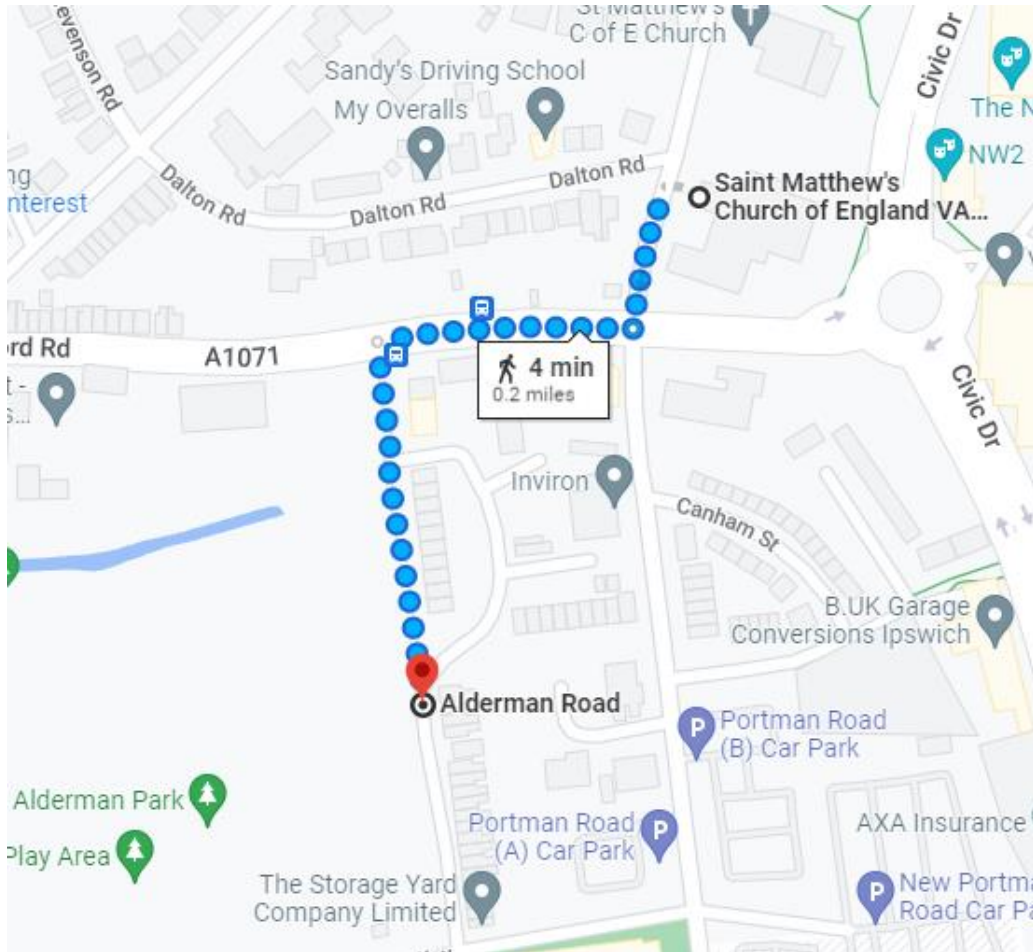


- Leave the school site either by main gate and use the alley between church and BT Building or
- Leave school by the gate in the far corner of the playground
- Walk along Civic Drive to the underpass
- Using the underpass cross under Civic Drive roundabout. You need to come out of the underpass onto Berners Street
- Walk up Berners Street on the right hand side of the road
- At the top; turn right onto Anglesea Road
- Cross Anglesea Road using the zebra crossing
- Turn left onto Henley Road
- Cross Ivry Street – adults will need to block the flow of traffic
- Cross Henley road, outside of Ipswich School, using the Pelican Crossing You have now reached Christchurch Park

St Matthew's Church of England Primary School

Walking Route to Alderman Park

<https://goo.gl/maps/2aqYTWTshPQ3uKfYA>

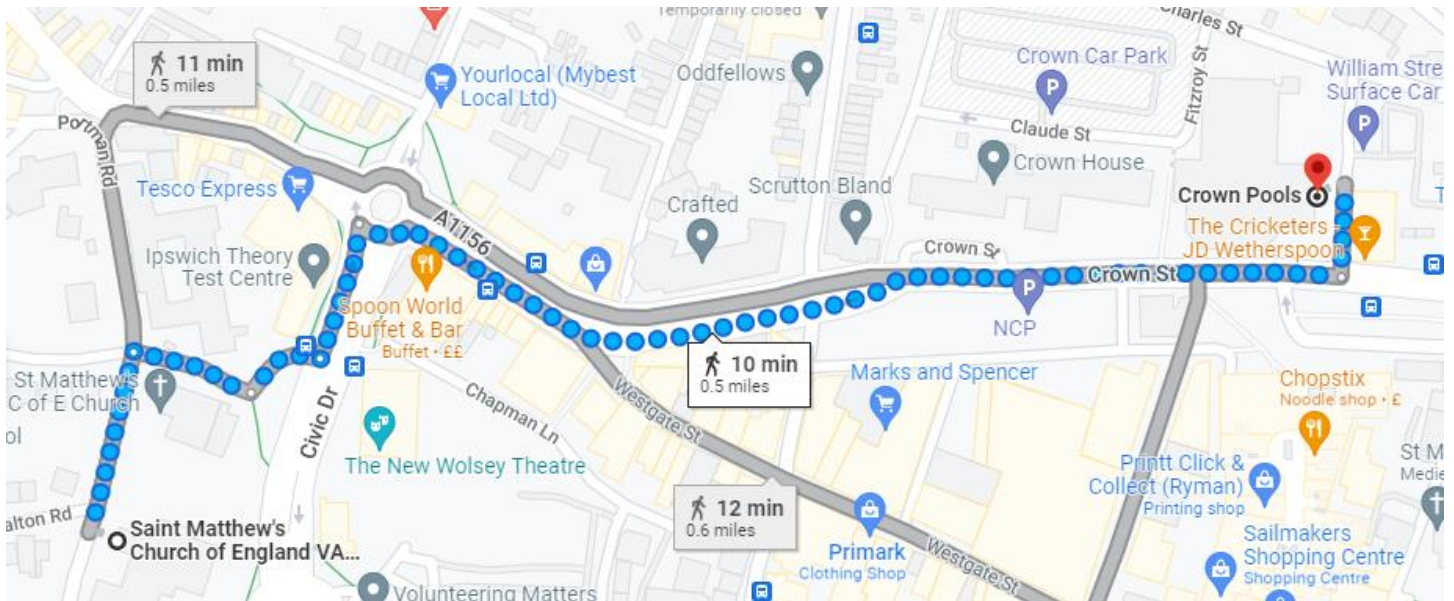


- Leave the school site by the main gate
- Turn left onto Portman Road
- When past Dalton Road, cross Portman Road – adults will need to block the flow of traffic
- Continue on Portman Road and turn right onto Handford Road
- Cross Handford Road using the Pelican Crossing
- Turn right and continue on Handford Road
- Turn left on to Alderman Road
- Follow Alderman Road and then take path to the park
- You have now reached Alderman Park

St Matthew's Church of England Primary School

Walking Route to Crown Pools

<https://goo.gl/maps/q3qLGgBfa5kRCY8Z6>



- Leave the school site either by main gate and use the alley between church and BT Building or
- Leave school by the gate in the far corner of the playground
- Walk along Civic Drive to the underpass
- Using the underpass cross under Civic Drive roundabout. You need to come out of the underpass onto St Matthews Street
- Walk along St Matthew's Street using pelican crossing to cross High Street
- Continue walking along Crown Street – walking close to Crown House rather than the road.

Appendix 3 – Emergency Procedure

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

- ★ There is always a nominated emergency base contact for any visit (during school hours this is main office telephone number).
- ★ This nominated base contact will either be the Headteacher or the EVC or a member of SLT, or will be able to contact an experienced senior manager at all times.
- ★ For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- ★ For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
- ★ The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
- ★ For visits that take place outside the School Learning Area, the visit leader will carry an OEAP National Guidance Emergency action card.
- ★ This Emergency Procedure is tested through both desktop exercises and periodic scenario calls from visit leaders.

Appendix 4: St Matthew's Church of England Primary School ~ Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

In Advance of the Visit:

1. Have the intended outcomes of the visit been clearly identified? yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for participants prior to the visit? yes
4. Does the visit comply with any guidelines specific to your Establishment? yes
5. Does the visit comply with any specific LA guidelines? yes
6. If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) yes n/a
7. Are transport arrangements suitable and satisfactory? yes n/a
8. If residential, have appropriate measures been taken to ensure the suitability of accommodation? yes n/a
9. Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? yes
10. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
11. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
12. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? yes
13. Are all support staff aware of and comfortable with their roles? yes
14. Is insurance cover adequate? (see Section 13) yes
15. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? yes
16. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
17. Are participants aware of the nature and purpose of the visit? yes
18. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? yes
19. Have all relevant details been issued? (e.g. itinerary, kit lists, etc.?) yes n/a
20. Are staff aware of any medical needs and/or other relevant details of participants? yes
21. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a

22. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
23. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? yes
24. Is a first aid kit (appropriate to the visit) available? yes
25. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc.? e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained? yes
26. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
27. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? yes
28. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? yes
29. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? yes n/a
30. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? yes n/a
31. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
32. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
33. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
34. Have all financial matters been dealt with appropriately? yes
35. Has the visit been approved by the EVC, and in line with Governing Body policy (where appropriate)? yes
36. If residential, overseas or involving adventurous activities, has the visit been approved by the LA? yes n/a

During the Visit

37. Do all staff have a list of participants/groups & emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? yes
38. Does the establishment office have a list of the names of all participants, including adults and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
39. Do staff have sufficient funds to allow for any contingencies? yes n/a
40. Do staff have any relevant literature, work sheets, clipboards, etc.? yes n/a
41. Do staff have other items, e.g. first aid kit, sick bags, litter sack, etc., if needed? yes
42. Are participant numbers being checked at appropriate times? yes

43. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
44. Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
45. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
46. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
47. Do participants know what action they should take if they become separated from the group? yes
48. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the End of the Visit

49. Are appropriate arrangements in force for the dismissal of participants? yes
50. Has the Visit Leader reported back to the Educational Visits Co-ordinator? yes n/a
51. Has the group been debriefed and any relevant follow-up work completed? yes n/a
52. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters yes
53. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
54. Have all staff and helpers involved in the visit been thanked for their input? yes