

# Richard Avenue Primary School

## Educational Visits Policy

**Date of review: Autumn 2020**

### **Definition:**

This policy refers to all Educational Visits from Richard Avenue Primary School (RAPS); by definition this means any visit by pupils outside the curtilage of the school boundary. The term 'Visits off site' (VOS) will be used to describe such visits.

### **The LA policy in context**

#### ***Outdoor Education Advisers Panel (OEAP) National Guidance***

Sunderland City Council has adopted the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website [www.oeapeg.info](http://www.oeapeg.info). This provides detailed guidance about many aspects of off-site visits and outdoor learning, and includes Essential Reading for all key staff roles. Specific information can be found by using the site's search function.

Schools, Council services and all Council employees must follow that guidance as well as the requirements of this Code of Practice and other Council policies. Should there be any conflicting areas, then the Council's policies must be followed, and clarification should be sought from either the External Visit Advisory Service or the Corporate H&S Team. Richard Avenue Primary School (RAPS) works within the above Guidance and LA Code of Practice (Document 3.45)

### **Risk Assessment**

Risk Assessment of VOS is a legal requirement. RAPS will use the LA form HSRA2 (appendix 1) to record Significant risk, this completed form will be signed by the Headteacher and Education Visits Coordinator (EVC) for all visits off site – except where the visits are of a short/local nature, where a generic risk assessment has been created by RAPS and discussed with the EVC for each visit undertaken.

### **Farm Visits**

For farm visits, note that pregnant women, the very young (under 5's) and those with immune deficiency conditions .e.g. spleen removed, transplant patients, cancer patients, are at extra risk from infection by pathogenic micro-organisms.

### **Pupil Risk Assessment**

Pupils in EYFS/KS1 & KS2 undertake a pupil risk assessment as part of planned work in class, prior to a VOS. This enables pupils to actively participate in being more aware and to take age appropriate responsibility for keeping themselves safe, this helps to develop pupil resilience. Pupils to review risk assessment, if required. All copies will completed child risk assessments will be held by the EVC.

### **Non-delegable duty of care (re: Woodlands V Essex County Council 2013)**

RAPS has a Non-delegable duty of care in certain circumstances, which include - curriculum related activities in school time e.g. swimming and the River study at Harehope Quarry.

This means that the school can be held liable for the negligence of the provider, even if the school itself is not negligent.

### **Information to parents**

The DfE advice confirms the fact that written consent is not required for pupils to take part in the majority of off-site activities which happen during the school day, and includes a 'one-off' consent

form that schools can use for other activities. The OEAP National Guidance recognises this, (January 2020.) As does the Education Act 2002 Section 29.)

RAPS uses a ‘Notification of Educational Visit’ form (appendix 2) and ‘Notification of Visit using cars as transport’ form (appendix 3) to:

- i) inform parents of what visits their children are involved in,
- ii) to make explicit the learning that pupils are engaged in (thus, how parents may support and encourage this),
- iii) to identify to parents what the ‘voluntary contribution’ is, to support the visit.

### **Costing and Charging**

Costing will be according to the nature of the VOS, this will affect the charge made in terms of a voluntary contribution. All monies will be accounted for by the school office and parents will be encouraged to make any payments online.

Parents will be asked for voluntary contributions towards the cost of the visit – because to fund such worthwhile visits from the schools limited resources would be extremely difficult.

The school reserves the right to cancel any VOS if it becomes apparent that financially it is not viable. Derwent Hill costs need to be paid in full before the visit takes place. The ‘Friends of Derwent Hill’ fund exists for parents who experience a ‘difficulty’ in their child attending Derwent Hill for a residential visit and this may well include a ‘financial’ reason.

The school will inform parents through the school newsletter, that support may be available for parents on low incomes and in receipt of certain benefits – when being asked for contributions towards the cost of school visits. This information will also be available by the RAPS Community Family Liaison Worker.

### **School Dinners and VOS**

Staff need to inform the office, with at least 2 weeks notice, about ‘Class VOS’ using the proforma, (appendix 4) ‘Dinner numbers for office’ & for VOS involving pupils from different classes (Appendix 5) ‘Pupils from Different classes...’ – so that the School Cook can make any necessary amendments.

### **Notification and Approval of Visits (Category 2 & 3)**

The EVC is responsible for identifying Category 2 & 3 visits.

For category Category 2 & 3 visits, Evolve must be used. The EVC will be responsible for overseeing the use of Evolve at RAPS. For the purposes of notification and approval, external visits are classified into three categories.

The Evolve online system is used for notification, approval and monitoring of visits, it is managed by LA / EVAS. EVCs, Headteacher is able to use Evolve to plan, authorise and monitor visits within their establishments, and visits requiring Local Authority approval are automatically brought to the attention of the Council. Key information about a visit is available through Evolve in the event of an emergency. At RAPS the Chair of Governors will be notified of all Category 2 & 3 visits.

For the purposes of notification and approval, external visits are classified into three categories.

#### **Category Definition Requirement for notification & approval**

<b>Category</b>	<b>Definition</b>	<b>Requirement for notification and approval</b>
<b>Category 1</b>	Straightforward routine visits defined as Category 1 in a written policy by the school or	Evolve may be used but is not required. EVC will log all category 1

	service concerned, covered by: <ul style="list-style-type: none"> <li>• a generic risk assessment, regularly reviewed</li> <li>• written consent is not required for pupils to take part in the majority of off-site activities which happen during the school day (further clarification on EVOLVE).</li> <li>• school operating procedures</li> </ul>	visits on the Central Visits database.
<b>Category 2</b>	Visits requiring enhanced planning with event specific risk assessment, including: <ul style="list-style-type: none"> <li>• All residential visits not in Category 3</li> <li>• Non-residential visits not in Categories 1 or 3</li> </ul>	Must be authorised by the Headteacher, using Evolve This provides automatic notification to the Council of the visit. EVC will log all category 2 visits on EVOLVE and on the central visits database.
<b>Category 3</b>	Higher risk visits, defined as: <ul style="list-style-type: none"> <li>• Visits outside the UK</li> <li>• Visits which include adventure activities</li> <li>• Visits to remote or hazardous locations</li> </ul>	Must be authorised by the Headteacher using Evolve at least four weeks before the visit, and then approved by the Council. EVC will log all category 3 visits on EVOLVE and on the central visits database.

### Staffing Ratios for visits

OEAP National Guidance outlines for example, ‘the DfES publication HASPEV (1998) suggested the following “starting points”:

School years 1 - 3, 1:6

School years 4 - 6, 1:10/15

They also state that ‘these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements.’

*The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing.*

Age 3+, 1:8 or 1:13 depending on setting, time of day and staff qualifications.

### **RAPS accepts this guidance and operates with the following starting points.**

<u>Year Group</u>	<u>RAPS Ratio</u>	<u>Guidance</u>
Nur - Rec	1:5	1:5 HASPEV 1:8 EYFS Statutory Framework
Y1- Y3	1:6	1:6 HASPEV
Y4 –Y6	1:10/15	1:10/15 HASPEV

### **Learning Objectives on a VOS (Review & Evaluation)**

All visits should be reviewed after the event, with particular regard to any accidents, incidents or other significant occurrences during the visit, followed by any necessary review of procedures and/or risk assessments. This debrief will take place between the visit leader and the EVC. The EVC will ensure that all evaluations of VOS are logged on the EVOLVE system.

The Ofsted report "Learning Outside the Classroom – How Far Should You Go?" (October 2008) (available on the OEAP National Guidance website) makes statements in the strongest terms to support the value of Learning Outside the Classroom, including the fact that it raises achievement. However, it also highlights the finding that Learning Outside the Classroom is rarely evaluated with sufficient rigour.

RAPS ensures that all learning Outside the classroom is linked to learning within the classroom and that these links are made explicit to the pupils both before and after the VOS has taken place.

### **Emergency Procedures**

On each visit an **OEAP Emergency Action Card** will be carried by staff (a copy will be kept in the first aid kit). The 'Emergency Action Card' will be used for guidance by staff in the event of an emergency.

### **Educational Visits Coordinator (EVC)**

All schools which provide External Visits must have an Educational Visits Coordinator (EVC) in post. The role of the EVC is described in the OEAP National Guidance. EVCs must undertake an EVC training course and a refresher / revalidation course every three years, both of which are provided by the External Visits Advisory Service. The course includes training on visit planning, risk assessment, leader competence and required procedures. Andrew Warkman is the named EVC at RAPS.

### **External Visits Advisory Service**

The Council's External Visits Advisory Service is based at Derwent Hill Outdoor Education & Training Centre, and may be contacted by phone on 017687 72005 or by email to [EVAS@sunderland.gov.uk](mailto:EVAS@sunderland.gov.uk). The Advisory Service:

- provides advice and guidance to EVCs about planning visits, and clarification when required regarding this Code of Practice or the OEAP National Guidance. Requests for advice will receive a response within one week of the request being received (except over the Christmas / New Year holiday period).
- provides information on the Advisory Service pages of the Derwent Hill website [www.derwenthill.co.uk](http://www.derwenthill.co.uk) and on the Evolve system at [www.sunderlandvisits.org.uk](http://www.sunderlandvisits.org.uk)
- monitors and approves visits using the Evolve online system
- provides training for EVCs, Visit Leaders and Group Leaders.

### **Leader competence and approval**

A Visit Leader is the person responsible for planning and leading a visit, which may involve other members of staff and volunteers, including Group Leaders.

A Group Leader is responsible for the supervision of a group of children or young people during a visit. Headteacher / Service Manager must ensure that Visit Leaders and Group Leaders are competent to carry out their responsibilities.

### **Parents**

RAPS encourages parental support on VOS as part of staffing ratios – all parents must be briefed prior to the visit so that they have a clearly role, in order that they can impact upon safety and support pupil learning.

Parents will be brought into school from the yard.

Parents will be briefed in school by a member of staff or the visit leader is possible. Teachers will ensure that parents are made aware of the significant points of the VOS, this includes:

- the educational purpose of the visit.
- expectations of pupils.
- expectations of parents and their role.
- safety considerations such as walking on pavements/crossing roads & traffic. Seat belts being worn whilst vehicles are in motion. School staff managing pupil's toileting in public places.
- site specific considerations.
- awareness of the risk assessment for the visit. Also, the fact that pupils have completed their own risk assessment. All staff and parents must sign the risk assessment to show that they have been briefed about the visit. This signed risk assessment will be retained by the EVC.

### **Monitoring**

The Headteacher is responsible for ensuring the monitoring of visits organised by RAPS

Overall compliance with this Code of Practice is monitored by the External Visits Advisory Service.

Monitoring may take place by:

- a review of visits using the Evolve system, including approval of Category 3 & 2 visits.
- a review with Head Teachers / EVCs / Visit Leaders of specific issues and relevant procedures and documentation, including policies, risk assessments and plans for specific visits
- direct observation of a visit in progress

The monitoring process is intended to be positive, supportive and developmental, and feedback and recommendations will be given. Areas of significant risk will be referred to the Headteacher, and high risk issues.

### **Significant events, Review and Debrief**

A review of any 'Significant Events' will take place following a VOS with the VOS staff and the Headteacher & EVC. A proforma will be completed and filed (separate proforma for day visits and residential visit).

### **Post VOS review**

Any incidents

### **Insurance**

Chartis Insurance – School Journey Cover, this is like a 'domestic travel policy' (through Sunderland City Council) - this covers...*Any adult and any pupil travelling on an educational excursion.* It includes some personal injury of a significant nature.

Public Liability – this covers...Staff, pupils and parents, where a claim is made by the public against Sunderland City Council (if the council is proved negligent).

Employer Liability - this covers Staff in terms of injury, if Sunderland City Council is proven to be negligent.

Cars used as transport if a child is transported in a car by a member of staff from RAPS their own 'Business User Clause' Insurance will apply to their car – ***Physical copy of Staff Insurance to be seen and checked by EVC.***

### **Emergency Planning and Critical Incidents**

A critical incident is an incident where any participant in a visit:

- has suffered a life threatening injury or fatality
- is at serious risk

- has gone missing for a significant and unacceptable period

RAPS will follow the Children's Services code of practice on responding to crises and critical incidents. Refer to RAPS Critical Incident Policy.

### **Mobile Phone (Safeguarding)**

Staff will take a mobile phone on a VOS, their contact number will be recorded on the 'Risk Assessment Form' for the visit. This must be signed out from the school office and returned as soon as possible after the visit.

### **Visits Checklist (Appendix 6)**

An educational visits checklist is available to all staff on the shared common folder. This document ensure a whole school consistent approach to organising an educational visit. It also ensures that the EVC is involved in the whole process and that information is stored using the central visits database and EVOLVE for category 2 and 3 visits.

### **Educational visitors to school**

Richard Avenue Primary School recognises the vital role that visitors to school play in the enhancement of the curriculum. The EVC will be involved in the whole process and all educational visitors will be recorded on the central visits database.

All staff must ensure that a Visitor Information Sheet (Appendix 8) is sent to visitors before the visitor is due to attend the school. This will be available to all staff on the shared common folder. This sheet includes the need to provide DBS clearance and other photographic identification on the day of the visit. It also includes safeguarding and child protection information.

A visitor's checklist (Appendix 7) is available to all staff on the shared common folder. This document allows visitors to be organised in consistent way across the school and will support staff in ensuring that their visit is a success. Office staff will be responsible for checking that all documents are seen by the visitor and that they have the correct visitors badge as per the Safeguarding Policy.

## HSRA2 City of Sunderland – Risk Assessment Form

September 2019

<b>Richard Avenue Primary School</b>	<b>Year Group:</b>	<b>Date of Assessment:</b> <b>Date of Visit:</b>
<b>Location of Visit</b>		<b>Persons involved in assessment:</b>

<b>Hazard identified:</b>	<b>People at risk:</b>	<b>Significant risks to health &amp; safety and likely injury or illness:</b>	<b>Control measures:</b>
Pupils going to the toilet when on a visit.	Pupils	Unsuitable and inappropriate adults – Safeguarding concerns.	School staff <b>only</b> to take pupils to the toilets.
<b>Signature: Headteacher &amp; Deputy Head</b>		<b>Date:</b> <b>Date:</b>	

<b>Signature: Staff and Adult Support</b>	<b>Date:</b>
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Richard Avenue Primary School



**Notification of Educational Visit**

Class / Teacher:

As part of your child’s ongoing education, it is intended that they will be participating in the following as part of their normal school day.

Venue:	
Date of visit:	Times:
Educational purpose:	
Transport:	
Your child will require the following :	
Staffing Ratios: Nur & Rec 1:5 Y1-Y3 1:6 Y4-6 1:10/15	
Any enquiries to be made to:	

Voluntary contributions are invited from parents to cover the cost of this educational visit. I am sure you are aware that the visit will not be able to proceed without financial support from you as parents. To source worthwhile visits from our limited resources would be extremely difficult.

The cost of the visit is £

**In accordance with Richard Avenue Primary school’s Educational Visits off-site policy, please note the following**

1. Your child will be covered by the following insurance whilst on the visit: Chartis Insurance –School Journey Cover (Sunderland City Council).
2. Any pupil taking part in a visit is expected to display the highest standards of behaviour at all times and to conduct themselves in the safest manner possible.



**Notification of Visit using Cars as transport**

Class / Teacher:

As part of your child's ongoing education, it is intended that they will be participating in the following as part of their normal school day.

Venue:			
Date of visit:		Times:	
Educational purpose:			
Transport:			
I Understand and Agree that, if my child is transported in a car by a member of staff from RAPS that their own 'Business User Clause' Insurance will apply to their car. If a parent/carer transports a pupil in their own car that their own 'Domestic and Pleasure Clause' Insurance will apply to their car.			
The following cars are being used:			
Your child will require the following :			
Staffing Ratios:	Nur & Rec 1:5	Y1-Y3 1:6	Y4-6 1:10/15
Any enquiries to be made to:			

Voluntary contributions are invited from parents to cover the cost of this educational visit. I am sure you are aware that the visit will not be able to proceed without financial support from you as parents. To source worthwhile visits from our limited resources would be extremely difficult.

The cost of the visit is £

**In accordance with Richard Avenue Primary school's Educational Visits off-site policy, please note the following**

1. Your child will be covered by the following insurance whilst on the visit:  
Chartis Insurance –School Journey Cover (Sunderland City Council).
2. Any pupil taking part in a visit is expected to display the highest standards of behaviour at all times and to conduct themselves in the safest manner possible.

**COPY FOR OFFICE**

**Dinner numbers for office -  
Pupils out of school over lunchtime.**

**Date of VOS.....**

**Class/Classes out on VOS.....**

**Please complete and return to office.**

**Date of notification to kitchen.....**

**COPY FOR OFFICE**

**Dinner numbers for office -  
Pupils out of school over lunchtime.**

**Date of VOS.....**

**Class/Classes out on VOS.....**

**Please complete and return to office.**

**Date of notification to kitchen.....**



## Appendix 6

### Richard Avenue Primary School – Educational Visits Checklist



This document provides information for all staff involved in the organisation of Visits Off Site (VOS). It can be used as an ordered checklist to ensure that all steps have been followed for a safe and enjoyable VOS. These steps should be carried out in the order given:

Step	Task	Staff	✓
<b>Pre-visit</b>			
1	Contact visit provider with initial thoughts and dates for the visits.	Year group staff	
2	Appoint a Visit Leader. Inform EVC who will fill in preliminary details on the central visits database.	Visit Leader	
3	Fill in a requisition for the office to book any transport required.	Visit leader	
4	Once date and transport have been confirmed, fill in dinner numbers and pass to office (if required). Use form on common folder.	Visit Leader	
5	When all transport, costings and staffing have been decided – inform EVC who will assign category of visit and fill in Central Database and begin EVOLVE process. This will be completed with the visit leader present.	Visit Leader EVC.	
6	Fill in Risk Assessment Form. Email and give a printed copy to EVC. EVC will sign and pass to Headteacher.	Visit Leader. EVC HT	
7	Fill out Notification of Educational Visit Form and send to parents. Email copy to EVC to upload to EVOLVE.	Year group staff. EVC	
8	Carry out risk assessment session with class and fill in child's risk assessment form. Copy for EVC.	Year Group Staff	
<b>Visit Day</b>			
9	Collect phone and first aid kit from the office and sign out each. Check first aid kit contains Emergency Procedures Card.	Visit Leader	
10	If not already carried out, meet briefly with staff and parent helpers – go through plan for the day and risk assessments. Ask all staff and any parents to sign risk assessment.	Year group staff	
11	Ensure children have been counted before leaving and that all children have all necessary items including packed lunch and suitable clothing.	Year group staff	
12	Ensure that visit leader knows how many children on the visit.	Visit Leader	
13	Keep school informed using the school mobile phone of any incidents or problems that occur.	Visit Leader	
<b>Post Visit</b>			
14	Return all first aid kits and phones to the office ASAP	Year group	

	and sign back in.	staff	
15	Signed risk assessments must be given to EVC to be filed.	Visit leader EVC	
16	Visit Leader to meet with EVC to evaluate the visit against the intended outcomes. EVC will fill in evaluation on EVOLVE.	Visit Leader EVC	

## Appendix 7

### Richard Avenue Primary School – Educational Visitors Checklist



This document provides information for all staff involved in the organisation of educational visitors on to the school site. It can be used as an ordered checklist to ensure that all steps have been followed. These steps should be carried out in the order given:

Step	Task	Staff	✓
<b>Pre-visitor</b>			
1	Make contact with the intended visitor to confirm dates and any costs involved.	Year group staff	
2	Inform EVC with as much information as possible. EVC will fill in the central visitor's database.	Year group staff. EVC	
3	If costs are involved, ensure that a requisition is filled in and given to office for HT to sign and approve.	Year group staff	
4	Email visitor with "Visitor Information" sheet from staff common folder. Explain that it outlines instructions and expectations for the visitor when they come on to school site.	Year group staff.	
5	Inform any subject coordinators and any other staff the visit may effect – e.g. - hall time and lunch arrangements.	Year group staff.	
<b>Day of Visitor</b>			
6	Greet the visitor promptly as soon as you have been informed of their arrival.	Year group staff.	
7	Check with the office and the visitor that all checks have been completed and that the visitor has the correct lanyard and visitor badge.	Year group staff or visit organiser. Office staff.	
8	Escort visitor to the location where the visit will take place. If the visitor has been given a red lanyard, ensure arrangements are in place for them to be escorted at all times.	Year group staff and support staff.	
9	Ensure the visitor is aware of timings for breaks and lunch. Show visitors to the toilet and staff room facilities as required.	Year group staff	
10	On departure, if possible, show the visitor back to the	Year group	

	office so that sign out procedures and return of visitor badge can take place.	staff or support staff.	
<b>Post Visit</b>			
11	Debrief in year group to ensure that outcomes have been successful. (This will support in deciding any future visitors.	Year group staff.	
12	Inform EVC of how the visit went and if intended outcomes had been met.	Year group staff. EVC.	

## Appendix 8

### **Richard Avenue Primary School**



### **Visitor Information**

Welcome to Richard Avenue Primary School. We are committed to the safety and wellbeing of all our children, staff and visitors therefore all visitors must agree to the following terms before being allowed access to the school site.

#### **General**

- Enter and exit the site from the main entrance, observe signing in and out procedures.
- Please present your DBS certificate and any other photographic identification to the staff in the front office. If you are part of the DBS update system, please inform us so this can be checked quickly on the day of your visit.
- You will be issued with a visitor's badge. This will have a red lanyard if you do not have the correct DBS clearance. In this instance, you must be accompanied by a member of school staff for the full duration of your visit. If you have the correct clearance, you will be issued with a blue lanyard. In this instance you will not need to be escorted during your visit.
- Please ensure that your visitors badge is returned to the front office before you leave the school premises.

#### **Fire**

- If you hear the fire alarm, please leave by the nearest exit.
- Report to the fire assembly points which is on the school yard, so that you can be accounted for.
- If you are working with children, lead them to safety and assemble on the yard.

#### **Mobile Phones and Cameras**

Whilst onsite please;

- Use only in connection with your business and when you are approved to do so.
- Do not take/use images of students unless approved to do so.
- Do not leave equipment unattended.
- Ensure that your mobile phone is switched on to silent and away for the duration of your visit.

#### **Interactions with pupils**

Where your role requires that you interact with children you must:

- Ensure that your interactions are appropriate and professional at all times and take in to account the needs of the children.
- Interact with children as required within your professional capacity and report any instances/concerns/observations you may have immediately to the member of staff who is hosting your visit and they will ensure that these concerns are passed on to the relevant senior members of staff.

#### **Child Protection**

During your time in school, if you have any concerns or issues relating to Child Protection please report to the member of staff hosting your visit who will then pass this on to one of our Designated Safeguarding Leads (DSL)

Anyone whose actions/behaviours etc. cause concern or who do not follow the above requirements will be reported to the Local Authority for further action.

**We look forward to welcoming you to our school and hope that your visit is enjoyable and successful.**