



**The Park Federation Academy Trust
Lake Farm Park Academy
Educational Visits Policy**

Approval

Signed by Chair/CEO/Principal	Dr Martin Young
Date of approval	September 2017
Date of review	September 2019

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Section 1: Introduction

Off-site educational visits are activities arranged by or on behalf of Lake Farm Park Academy (LFPA), and which take place outside the school grounds. The governors and teaching staff believe that off-site educational activities enrich the curriculum by providing experiences which would otherwise not be possible.

All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

This policy is written with regard to Hillingdon's *'There and Back Again: Outdoor Education Handbook'* (November 2013) and the DfE's guidance *'Health and Safety: Advice on legal duties and powers'* (February 2014).

Hillingdon employs an advisor for outdoor education, the Chief Executive of Wide Horizons Outdoor Education Trust. The post holder is available to give advice on all aspects of outdoor education. The advisor can be contacted at:

**Wide Horizons Outdoor Education Trust,
c/o Environmental Curriculum Centre,
77 Bexley Road, Eltham, London SE9 2PE
Tel: 020 8850 2591**

Section 2: Aims

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

LFPA has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises. LFPA believes that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils.

Section 3: Responsibilities

Academy Council

Academy Council members will receive advice from the school's nominated Educational Visits Coordinator. They should ensure that this policy is reviewed regularly and in line with any changes in government/HSE guidance.

Key Tasks

- Ensure a policy is in place with regard to off-site activities;
- Ensure that visits have specific educational objectives;
- Be satisfied that risk assessments are carried out and that appropriate safety measures are in place;
- Ensure that all arrangements comply with LFPA's Safeguarding and Health & Safety policies;
- Ensure that funding and costs do not exclude any pupil from taking part;
- Contribute to the establishment of an acceptable code of conduct for both leaders and pupils.

Academy Principal

The Academy Principal will ensure that off-site activities comply with the procedures in this policy. She will sign the approval for visits (except overseas and high-hazard visits) on behalf of the Academy Council.

Key Tasks

- Appoint or undertake the functions of an Educational Visits Coordinator (EVC);
- Ensure that the EVC has attended an approved training course;
- Support staff development of leadership competence through continuous professional development;
- Appoint party leaders who are sufficiently experienced and competent to assess and manage the risks with regard to the planned activity;
- Ensure that risks have been assessed, significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- Formally approve each journey or visit;

The Educational Visits Coordinator (EVC)

Every establishment should have a designated Educational Visits Coordinator (EVC). This may be the Academy Principal or a senior teacher/employee who, in the view of the Principal, is competent to undertake delegated tasks. The EVC for LFPA is **Jeni Blair**.

Key Tasks

- approve delegate visits;
- assign competent people to lead or supervise a visit;
- support the party leader with advice and guidance on generic or specific risk assessments;
- review and approve the risk assessment produced by the party leader and team for each visit;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.
- review trips and monitor usefulness / academic benefits
- seek any advice from external providers as necessary.

The Party Leader

The party leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal.

Key Tasks

- obtain the approval of the Principal or EVC before any off-site visit or activity takes place;
- assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment;
- oversee the safe conduct of each visit, paying particular attention to ongoing risk assessments and changing circumstances;
- ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles;
- consider the planning checklist to ensure that all procedures have been followed;
- inform parents about the visit and gain their consent, where appropriate.
- brief the persons taking the trip (i.e. dos and don'ts).
- ensure that no unchecked volunteer is ever in a position of vulnerability

Members of staff and volunteers

Members of staff and volunteers make up the team for each visit and they must be given written instructions to ensure that they are familiar with procedures/protocols.

Key Tasks

- assist the party leader to ensure the health, safety and welfare of all the young people on the visit;
- to be clear about their roles and responsibilities whilst taking part in the visit or activity.

Pupils

Whilst taking part in off-site activities young people also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- not take unnecessary risks;
- follow instructions of the party leader and other members of staff;
- behave sensibly, keeping to any agreed code of conduct;
- inform members of staff of any significant hazards

Parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide emergency contact numbers;
- provide the party leader with arrangements to resume care of their child should this be necessary;
- sign the consent form if in agreement.

Section 4: Risk Assessments

Generic Risk Assessments

Generic Risk Assessments identifying control measures to reduce the risk of harm from generic hazards. These assessments do not have to be written out in full but should be referred to on the risk assessment for the visit.

It is important that generic risk assessments, associated checklists and protocols are used carefully. There must be evidence that those undertaking the visit have read them and applied them appropriately to the visit. Whenever they are used, the Educational Visit Coordinator should check and sign to this effect.

Event or Site Specific Risk Assessment

The Party Leader must complete these assessments along with the staff team. The assessments relate to the hazards associated with the event or site and the nature of the children and young people in the party. This may require a site visit in order to fully appreciate how to write the risk assessment.

On-going Risk Assessment

On-going risk assessment is the dynamic process of identifying new levels of risk in response to changes in level of hazard and the behaviour of the party. It is not practicable to record these assessments in writing as they happen; however it is possible to identify the significant potential risks on a risk assessment.

Risk Assessments from Third Party Providers

Other people and organisations provide many aspects of educational visits for schools. Examples include outdoor centres, transport providers, voluntary organisations and museums. It is the responsibility of these organisations to assess the risks of their provision.

It is not necessary to copy or scrutinise all providers' risk assessments, just a verification that they do exist for the agreed visit. This at its simplest will be a written confirmation: "*Can you confirm that you have assessed the risks for our programme?*" and "*How can you verify this?*". The answer to the latter could be "*they are published on our website*"; "*they are available to you in the visitors' handbook*". They must be accessible to the academy.

Educational Visits Protocol

When you have decided as a year group to go on a trip, please follow this process:

YTLs: Investigate possible trips and decide what you want to do. Look at transport and activities. Tell Kate your idea and costings and get a go ahead from her.

YTLs: Decide which staff will accompany the trip. Get authorisation from Kate and check with staff that they are available, making arrangements for lunch cover if necessary. Any staff working extra hours to accompany the trip will do so on a voluntary basis. One designated first aider must not have a group.

YTLs: Book the visit and any activities required.

Raji/Jeni: Book transport (coaches: Raji, public transport: Jeni)

YTLs: Letter sent to parents to obtain permission/money. Letter to include timings, clothing and lunch arrangements. Copy of letter sent to Raji and Dave Kidner.

Trip leader: One person needs to visit the site (or one per visit if trips take place on separate days) and complete a risk assessment. This needs to be sent to Jeni **at least two weeks prior to the trip.**

Trip leader: Lunches to be ordered (if required) **at least one week prior to trip.**

Trip leader: **On the day of the trip** group lists to be given to office showing which adults have which children. Medication taken from classes, high vis jackets collected (for EYFS/KS1) and school mobile collected for trip leader. Volunteers and parents helpers to be briefed before departure by trip leader. All adults on trip to be given school mobile number and trip leader to have all numbers.

Trip leader: **After the trip** return medical equipment, school mobile and high vis jackets. Write a review of the trip and send to Jeni within a week.

Section 5: Parental consent for educational visits

Parents and carers should be informed of any educational visit in advance. Parental consent must be obtained each time a pupil takes part in a visit beyond a walking locality. If no consent has been received, the child may not go on the visit. Children who do not go on a visit should still attend school that day and be placed in another class.

LFPA will ask parents to sign a consent form (see Appendix A) when their child first enrolls at LFPA that covers the following visits:

- Visits in the local area.
- Visits that do not involve travel by coach or public transport.

For Nursery age children, written consent will be obtained for any off-site visits using the form indicated above.

Lake Farm Park Academy
Checklist for Educational Visits



Venue:
Date(s) of trip:
Year Group/Class:
No. of staff:
No of pupils:
Date confirmed by Principal:

- Cost per child calculated:
- Travel booking made (if applicable)

Coach Company:
Telephone:

- Confirmed booking made for venue
- Details of accommodation to be used (if applicable)
Name:
Address:
Telephone:

- Pre-visit arranged
- Adults arranged and designated first aider named
- Trip letters sent out and parental consent forms obtained **at least three weeks prior to trip**
- Risk assessment written and given to Jeni **at least two weeks prior to trip**
- Lunch arrangements confirmed **at least one week prior to trip**
- Emergency Contact form completed and given to office
- Volunteer forms given to Jeni
- Group lists copied (on morning of trip) and given to office
- Review written and given to Jeni **within a week of the trip**

Completed by: _____ Role: _____

Keep a copy of this form along with all the associated details of the visit.

Lake Farm Park Academy
Educational Visits Proposal Form



DATE(S) OF VISIT:

VENUE:

ACCOMMODATION (name, address and telephone number) *(if applicable)*:

PURPOSE OF VISIT (and details of activities to be undertaken):

MEANS OF TRANSPORT:

YEAR GROUP/CLASS:
NUMBER OF PUPILS:

NAME(S) OF TRIP LEADER:

SIGNED:
(Trip Leader)

DATE:

SIGNED:
(Principal)

DATE:

This form must be handed to the Principal be signed off before any bookings are confirmed.

Notes on the Proposal Form

For regular educational and recreational visits e.g. to the country park, church, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity must still be completed. An opportunity to regularly review educational and recreational events should be made at least annually.



Dear Parents,

Class Outings

In order to support the curriculum being taught in class, staff may take pupils for walks around the local area, including Lake Farm Country Park, to provide them with first-hand experience.

By signing the slip below, you agree to your child taking part in any outings in the local area that do not involved travel by coach or public transport. All such outings will be appropriately risk-assessed.

Others trips will be arranged during the year. These may be on public transport, coaches or in appropriately insured cars. We will inform you of the details of each of these types of trips beforehand.

Please sign and return the slip below when your child starts in September. Thank you.

Kind regards,

Kate Day
Academy Principal

Reply Slip: Class Outings

I agree to my child taking part in class outings in the local area.

Child's Name:

Class:

Signed:
(Parent/Carer)

Date: