



Duncombe School Educational Visits Policy

Written: December 2014

Adapted from exemplar policy by Clive Atkins & Simon Willis, Sept 2014

Reviewed February 2017 by Lucy Hyde

Review as necessary and keep up to date

Next review due February 2020

Updates should be uploaded to EVOLVE

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Duncombe School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

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, Duncombe School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

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

Every visit must be planned using the online EVOLVE visit approval process. The visit leader must attach evidence that risk has been appropriately managed prior to the commencement of the visit. Where a risk assessment has been adopted from the provider, the visit leader must ensure that they have completed a risk assessment for the journey to and from the venue. The visit leader must ensure that changes to visit plan should only be made in response to unforeseen circumstances (e.g. over-crowded lunch area, sudden unexpected rain) and that going off plan (e.g. an unplanned detour to a play area on the way back to school) does not conform to school policy.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher or 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.

The Educational Visits Coordinator (EVC) is Lucy Hyde 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 Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. The EVC has responsibility for authorising all routine and day visits (see above).

The Head Teacher has responsibility for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. The Chair of Governors has access to read the trip reports on the EVOLVE website. The Chair of Governors is listed as an emergency contact for visit leaders on 'type 3' visits (see above).

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, 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.
- Support for staff to attend training courses relevant to their role, where necessary.

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

- Relevant experience.
- Previous relevant training.
- 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.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least five days in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval. The activities must be submitted at least 14 days in advance.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). Visit leaders of any visit should carry Duncombe's Emergency Card (Visit Leader). All accompanying adults should carry this card is reviewed alongside this policy.

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.

Educational Visits Checklist

Duncombe School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES' or 'n/a'. Duncombe's checklist is uploaded onto the EVOLVE resources section. The checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process and should be uploaded as part of the EVOLVE visit approval process.

Parental Consent

The school obtains blanket consent for activities that fall within the 'Extended learning locality' (see Appendix 1). For trip in within this locality, parental consent is not required but parents should be informed as a courtesy.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. Parents consent by signing a traditional paper consent form.

Inclusion

In line with the Equality Act 2010, no disabled participant will be discriminated against because of their disability, without material or substantial justification. We will make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employed or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Insurance

The school has LA insurance (policy number 64809540) but takes out additional school journey insurance for overseas visits.

First Aid

A first aid kit is taken on all educational visits. There will be a paediatric trained first aider for any Early Years trip.

Medication

Any children requiring medication during an educational visit (including children with asthma inhalers and/or epi-pens) are named specifically as part of the EVOLVE visit approval process. The visit leader is responsible for ensuring their medication is taken on the visit and returned to school.

Staff Ratios

Staff ratios and competency for any trip will be considered by the EVC and Head teacher. All trips must have **at least 2 adults** supervising. Suggested ratios for educational visits are as follows:

Nursery and Early Years, visits off-site may be as low as:	1:2
Key Stage One, visits off-site on foot:	1:10
Key Stage One, visits off site involving public transport:	1:6
Key Stage Two, visits off-site on foot:	1:20
Key Stage Two, visits off-site involving public transport:	1:15

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

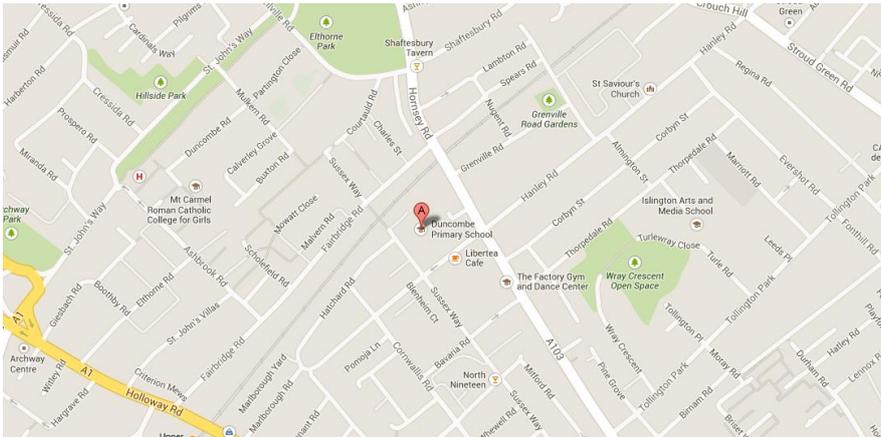
Private Cars

Where a private (staff or parent) car is to be used to transport pupils then this must be approved by the Head teacher and 'Private Car Form' must be completed and retained by Duncombe School (see appendix three). These can be downloaded from EVOLVE.

Dismissal of pupils after evening activities

On return to school, the Trip Leader remains at the pick-up location until the last child has been collected. Where the pick-up location is at school, the member of the Senior Management Team on 'late-duty' will support the trip leader in dismissing all pupils safely and school procedures on late pick-ups from school would apply.

Appendix 1 - Extended Learning Locality



Boundaries

The boundaries of the locality are shown approximately on the above map. This area includes the following frequently used venues: e.g.

- *Cornwallis Activity Centre*
- *Local shops*
- *Wray Crescent*
- *Sobell Leisure Centre*
- *Whittington park*
- *Archway Leisure Centre*
- *Sunnyside Gardens*

We use this extended area on a regular basis for a variety of learning activities. Parental permission is not required for educational visits within this area. Parents must be informed of a visit as a courtesy.

Visit leaders are required to seek permission from the EVC prior to the visit and must complete the EVOLVE visit approval process.

Appendix 2 – Emergency Procedure

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

1. There is always a nominated emergency base contact for any visit (during school hours this is the office). The Emergency Card (Visit Leader) lists the emergency contacts and emergency procedures. An emergency card is taken on every residential, overseas or adventurous activity.
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. 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.
4. 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.
5. 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.
6. For visits that take place during the school day and are not classed as involving adventurous activities, the visit leader will carry a pocket-sized Duncombe School Emergency Card.



Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a residential or overseas visit or a visit involving adventurous activities.

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from Duncombe's emergency contact, Mr O'Shea.

NUMBERS REMOVED FOR WEBSITE VERSION

Duncombe Head teacher: Mr Barrie O'Shea	
School office:	02072725620, ext 4
HT Barrie O'Shea Mobile:	XXXXXXXXXX
HT Barrie O'Shea Home:	XXXXXXXXXX
AHT Kirstie Stroud:	XXXXXXXXXX
AHT Jackie Doherty:	XXXXXXXXXX
Chair of governors, Douglas Cowie:	XXXXXXXXXX

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Islington Council (out of hours) Emergency Contact:	
Linkline Supervisor:	
0207 527 6336/ 5456/ 8006	
24 hrs incl. bank holidays	
Be prepared to give:	Your name and School/Group
	Phone number & back up phone numbers
	Exact Location
	Nature of Incident
	Number in the Group
The Emergency Contact Centre will contact a chief officer and pass on details.	

Then:

- Contact your establishment, EVC or Home Contact (see above) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.




School Trip Emergency Card

To be taken by the trip leader on class day trips
NUMBERS REMOVED FOR WEBSITE VERSION
 In the event of an emergency:

1. Call the school office 0207 2725620 ext 4
2. Call the headteacher
Barrie O'Shea XXXXXXXXXX
3. Call Deputy Headteacher(s):
Jackie Doherty XXXXXXXXXX
Kirstie Stroud XXXXXXXXXX
4. Call Islington Council 0207 5276336
5. Chair of Governors XXXXXXXXXX

Do not hesitate to call **999** in an emergency.



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Appendix 3 – Private Car Form

**PRIVATE CAR
FORM**

Use of a private car to transport young people

1	To: The Head of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>