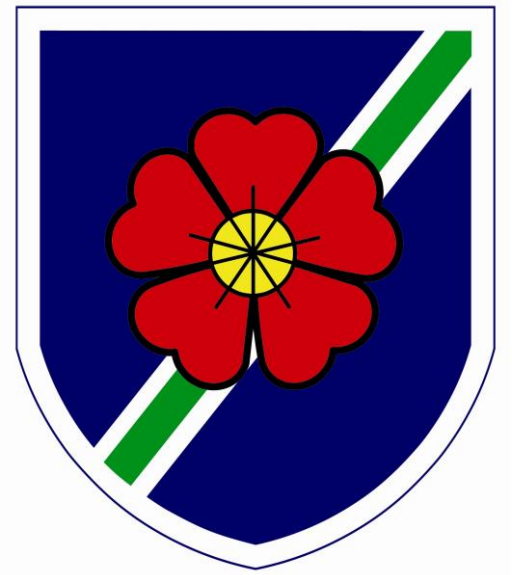
# Greenmount Primary School



# Policy for

# Educational Visits

Chronology:
This policy replaces the one agreed on 8th February 2021.
This policy was discussed and ratified by the Full Governing Body on 20th May 2024.
This policy will be reviewed by the Pupils and Curriculum Committee in the Summer term of 2026.

## Rationale

Greenmount Primary School is committed to providing effective teaching and learning so that **all** children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our pupils to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. Greenmount Primary School is committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

## Introduction

This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits.

## Procedures for educational visits

Greenmount Primary School has adopted Bury Council's procedures for planning and managing educational visits. All staff involved in leading and assisting with visits have log–ins giving access to the Evolve system for managing visits.

The Governing Body has adopted Bury Council's 'Guidance for Off-Site Visits and Related Activities with 'EVOLVE'. This document (together with this policy) gives local arrangements and variations where necessary to complement "**National Guidance** for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom". Together these documents summarise the arrangements for educational visits at Greenmount Primary School and are all available to staff via the Evolve website. If staff members ever feel there appears to be a conflict between advice in these documents, then the school policy and Bury policy must be followed and clarification should be sought from the Educational Visit Coordinator.

## Clarification of roles

The key roles with regard to visits at Greenmount Primary School relate to: The Governors; Headteacher; Educational Visit Coordinator and Visit Leader. The responsibilities of these roles are outlined in 'National Guidance' with a brief summary (including some specific local variations) below.

### Governors

In line with advice in 'National Guidance' the Governing Body will:

1. Adopt and periodically review this policy, as required.
2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance and has completed the Local Authority EVC Training Programme and any updates as required.
3. Review the range of visits provided by the school via the Head Teacher's Report to Governors which is submitted each term.

### Headteacher

The Headteacher will:

1. Appoint a competent Educational Visit Coordinator (EVC) who meets the requirements outlined in '**National Guidance**' and has completed the Local Authority EVC Training Programme and any updates as required.
2. Formally approve visits via the Evolve visit management system, confirming competence of staff as required for the planned visit. These visits are also reviewed by the Local Authority via the Evolve system.
3. In the event of absence of the Headteacher the Deputy Headteacher who is identified as Acting Head will have temporary delegated responsibility for approving all visits – Evolve account changes can be arranged with the Educational Visits Adviser. During the period when the school

has no deputy head, the Chair of Governors will have designated responsibility for approving all visits.

**Educational Visits Co-ordinator (EVC)**
The role of the EVC is to support school staff in planning Educational Visits. The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Headteacher (as outlined above).

**Visit Leader**
The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

All visits must be planned and recorded on the Evolve visit management system.
Visits must not proceed without approval – the visit leader should check his/her Evolve account to ensure this has been confirmed.

## Procedural requirements

Greenmount Primary School uses the Evolve system to plan, manage and record all educational visits.

The exception to this is 'ad-hoc' or prearranged activities which are simple, local activities which do not require enhanced planning or bookings. Examples of these include village surveys, traffic surveys, art activities as well as events being held at local high schools. The risk management for these is addressed through the generic risk management systems in this policy. In this case, Visit Leaders must ensure that they advise the EVC when they are undertaking ad-hoc activities.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for overseas visits
- 6 weeks before departure for residentials
- 4 weeks before departure for non-residential adventure activities
- 2 weeks before departure for other types of visit

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

## Risk management

This is an important element of planning for visits. Visit leaders are normally responsible for assessing and managing the risks of visits they are planning – involving, where possible, relevant other staff and the young people involved in the visit. Staff should follow advice on risk management included in Bury Council's Policy and National Guidance. Training is also available within the Visit Leader training programme. Advice and support is available from the EVC and other experienced staff.

All everyday activities include inherent risks and Greenmount Primary School recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks. Where activities include inherent risks the following statement should form part of the information to pupils, parents and staff:

Generic risk assessments may be available for visits previously run in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic RA form or within this policy) must be recorded via any one of:

- A standard risk assessment form
- A supplementary note on the Evolve visit form
- For routine visits, the lesson plan
- Or other suitable format agreed with EVC

Where external providers are used they are responsible for risk assessing the activities they provide you do not need to ask them for a copy. Where necessary this should be confirmed on the Provider Form (not required for providers with a LOtC Quality Badge).

**Approval of staff to lead activities and visits**

All visits (apart from ad-hoc activities as above) require written approval prior to departure – via the Evolve visit management system.

**Evaluation of external providers and venues**

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see Bury Council's Policy for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders should ask for copies of providers' risk assessments, and it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any school led activities.

**Preliminary visits**

The **National Guidance** on visits states:
"While the wide availability of web sites, ease of communication through electronic mailing and establishment of the LOtC Quality Badge scheme all have an important part to play in information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit. The cost of this can be built into the pricing structure of the visit."
Pre-visits should normally be made for new visits or if a venue has not been used in some time. In some cases (for low risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification.
If for any reason a pre-visit is not possible the visit leader should research the venue carefully and contact staff who have been to the venue for advice (you can find this out using the search engine on Evolve).

**Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA assessment and Adventuremark**

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOtC Quality Badge also covers learning quality. Providers that hold a LOtC Quality Badge are not normally required to submit a Provider Form but Public Liability insurance levels should be checked out on the LOtC Badge website.

The provider must have Public liability cover for at least £5 million.

**Parental consent**

Greenmount Primary School asks Parents/Guardians to complete an annual consent forms covering the majority of visits which involve working within the immediate school locality, e.g. traffic surveys, village surveys, visits to local high schools.

We will always inform parents of such visits via text, Class Dojo or letter as apporpriate.

Specific consent forms are required for the following types of visit-

- Visits which involve pre-booking venues and transport, e.g. The East Lancashire Railway, Jorvik Centre, Manchester Museum etc.
- Residentials
- Overseas visits
- Adventure activities (including watersports activities)

Parents / guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- Or in the case of visits within the immediate locality, via Dojo post or text message

**'Checking out' and 'checking in' before, during and after a visit**

1. Prior to departure the visit leader must provide the school office with a list of participants taking part in the visit, **if this does not involve a whole class**.
2. The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or continue to subsequent lessons.
3. Pupils should not normally be dropped at locations other than school unless this has been approved in advance and agreed with parents.
4. For overseas and residential visits, the visit leader should confirm safe return by phone call or text message to the head teacher.
5. For overseas and residential visits, the visit leader should maintain at least daily contact with the Head Teacher via text or phone call.

**Emergencies**

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (see Emergency Card for visit leaders, Emergency Card for home contacts in the 'forms' section on Evolve).

The school should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency the School's critical incident team will assess and respond to the situation with support from Bury Council if required.

The head teacher will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the

visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies), and the Emergency Card for Home Contacts.

**Monitoring**
The running of visits is an important professional role for all staff and monitoring the running of educational visits in the field may form part of the professional assessment of staff. This may be undertaken by the EVC or other senior staff. In most cases this task can be undertaken with senior leaders assisting with the trip within the capacity of "additional staff".

**Evaluation**
All visits should be evaluated to monitor and develop the quality of provision. This evaluation can be done in a number of ways according to the circumstances.
For routine, regular visits this might involve the school having a periodic review involving all staff who lead this visit. The Evolve system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit.
Outcomes from evaluations might include
- Amendments to risk assessment for future visits
- A decision not to use a venue again
- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

**Staff induction and training**
Greenmount Primary School recognises that staff may require training and experience to maximise learning outcomes from educational visits and to operate safely. Certain kinds of visits (especially residential and overseas visits) may require that staff obtain practical experience as assistant leaders alongside experienced staff as part of an 'apprenticeship model' prior to taking on the role of visit leader. This approach also helps to ensure continuity if key staff running annual / regular visits leave, retire or are unable to attend.

Greenmount Primary School will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including;
- First aid courses
- Visit Leader Training
- Educational visit coordinator (EVC) Training
- Evolve training (in-house, informal training by the EVC)

**Induction requirements**
Checklist for Educational Visit Co-ordinator inducting new staff:

1. Ensure staff member has Evolve log-in and understands how to use the website.
2. Staff member to familiarise themselves with Greenmount Primary School and Bury Council's Policy requirements
3. Provide / arrange support when planning first visit
4. Arrange mentoring opportunities as appropriate

**Transport arrangements**
Transport arrangements must be approved as part of the visit planning process.

**Use of staff cars**
Use of staff cars must be approved by the Head Teacher. Staff must:

- fill in a 'Use of Private Car' form (renewable each year and accessible via Evolve)
- Ensure students wear seatbelts on journeys.

**School and rented minibuses**
Drivers must hold a current MIDAS certificate.
Driving licence requirements are as above.

Regulations related to license requirements for driving vehicles with more than 8 passenger seats are complex. Staff should check eligibility to drive with the **EVC.**

**Coaches / Minibuses with drivers**
Coaches and minibuses with drivers are booked via the school office to ensure they meet required standards and to obtain best value

**Volunteers**
Volunteers assisting with visits rarely need checks with the DBS – check with the EVC well ahead of the visit. Volunteers accompanying residential visits must always be DBS cleared. Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders are responsible for ensuring that volunteer staff on visits:
- have clearly defined roles
- are clear about expectations of them

The school has a duty of care for all participants including volunteers and the visit leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the Head Teacher.

Regular volunteers (regular in this case means volunteers assisting with trips / visits four or more times a month) should be listed on the Evolve system.

**Behaviour**
The school's Behaviour Policy applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

**Inclusion**
Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

**Insurance**
Greenmount Primary School currently buys into an annual policy with Bury Metropolitan Borough Council which provides personal insurance for all educational visits.

**Finance**
Please refer to the relevant school policies and procedures:

- Policy for Charging and Remissions
- Procedures for Financial Control