



# MK Sapphire Federation



## EDUCATIONAL VISITS POLICY

### Contents

Contents .....	1
1. Aims and scope .....	1
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	2
4. Planning and preparation .....	3
5. Risk assessment.....	5
6. Volunteers.....	6
7. Communication and consent.....	6
8. Emergency procedures and incident reporting .....	7
9. Charging and insurance .....	8
10. Residential visits .....	8
12. Links with other policies .....	9
Appendix 2: risk assessment template .....	11

### 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Executive Headteacher or other designated member of staff.

Educational visits are a valuable and integral part of the curriculum for all pupils at Pepper Hill and Stanton School. A wide variety of off-site educational experiences range from local, day visits and activities outside the traditional classroom, to residential visits in the UK and abroad.

We strongly believe that these experiences provide a valuable contribution to the social, personal and academic development of our pupils. Furthermore, all staff are fully committed to providing opportunities to all in this important aspect of school life. Such experiences are often the ones which are remembered for many years after leaving our school and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential visits organised by the school

- Visits abroad organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 3. Roles and responsibilities

### 3.1 Executive Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits manager, have received any necessary training
- Working with the governing body to approve residential visits of more than 24 hours

### 1.2 The educational visits co-ordinator (EVC)

Mrs Carter, Designated Safeguarding Lead (DSL) is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable visit lead for each visit
- Assess outside activity providers
- Advise the Executive Headteacher and governing board when they're approving visits
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.2 Visits lead

Every educational visit will have one member of staff designated as the visit lead. The visit lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the visit destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

### **3.3 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for visits, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Executive Headteacher
- Carry out any required risk assessments and work with the visit lead
- Communicate with parents and carers and make sure visits are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the visit lead and others, as appropriate

### **3.4 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the visit

### **3.5 Volunteers**

Volunteers attending school visits, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the visit
- Dress and behave as expected for the length of the visit
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit. The MK Sapphire Federation's Behaviour Policy is available on the school website and pupils will be expected to uphold the Behaviour Policy at all times.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the Executive Headteacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value

- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Availability of qualified minibus drivers

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our visit information form for the planning and approval of a visit.

In cases where a visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the Executive Headteacher, and the governing board where relevant, staff will communicate with parents and carers and provide visit information.

Written parental consent will be required for visits that take place outside of normal school hours, and for any visits requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

##### **SEND**

If a pupil with a disability, statement of special educational needs (SEND) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

#### **Challenging behaviour**

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a visit to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the visit safely, such as adapting the visit itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

## 5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all visits.

This will be completed using the school's risk assessment template (see **appendix 2**), and approved by the Executive Headteacher, or the Chair of Governors when it is a residential or hazardous activity, i.e. water or animals are involved. Existing risk assessments, or those provided by the destination itself, might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the visit destination as part of the planning and risk assessment process, but this is not mandatory.

Visit leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Executive Headteacher, a copy taken on the visit, copies shared with all adults attending and another copy left with the school office.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- On residential visits we aim to have at least one female and one male adult.
- At least 1 supervising adult able to administer first aid is present on all visits
- At least 1 qualified paediatric first aider is present on all visits
- Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies. These can be found in the medical room at Stanton School or the medical cupboard at Pepper Hill School.
- All supervising adults will be made aware of any medical issues or allergies at the start of the visit
- Adults without a DBS check will not be left alone with pupils at any time
- The visit lead will take regular headcounts and/or rollcalls

KS1				KS2
Nursery	Reception	Year 1	Year 2	Years 3 to 6
1:4	1:5	1:6	1:7	1:15 and 2:15 when using the minibus

## 5.2 Transport

Transportation for visits will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## 5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on visits. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the visit
- The setting and circumstances of the visit
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the visit.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## 7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the visit. Communication will be via letter or ParentMail and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
  - Pupil-to-staff ratios and staff qualifications, where relevant
-

- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas visits, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of visits and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the visit leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the visit leader will contact the school office who will notify the parents/carers. The visit leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and visits once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 9. Charging and insurance

We will follow our school's charging and remissions policy (available on the school websites) at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the visit.

We will make sure adequate insurance is in place for all visits, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The Executive Headteacher, together with the governing body, will approve all residential visits longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the visit lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the visit
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## **12. Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and Remissions policy
- Behaviour policy
- Child protection policy
- First Aid policy
- Supporting Pupils with Medical Conditions policy
- Special educational needs and Disabilities (SEND)
- Equality Information and Objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

**Appendix 1**

**Visit Request Form**

<b>SCHOOL:</b>	
<b>RESIDENTIAL TO:</b>	<b>YEAR GROUP:</b>
<b>OBJECTIVES OF VISIT:</b> .	
Cost of entry: Cost of travel:	Cost to parents:
<b>Departure Date:</b>	<b>Return Date:</b>
Visit Leader: Deputy Lead: First Aid: Driver(s): Other adults:	
Total adults:	Additional adults due to children needs:
Total number of children:	Boys ..... Girls .....
<b>TRAVEL ARRANGEMENTS</b> Method of Transport: <i>(circle appropriate)</i> School minibuses                  Coach                  Walking                  Other: _____	
<b>DETAILS OF ACTIVITIES TO BE UNDERTAKEN:</b> .	
<b>CONTACT DETAILS OF ORGANISATION:</b> Company: Address:  Email: Telephone: Named Contact:	<b>EQUIPMENT / RESOURCES CHECKLIST:</b>

I request the approval of this visit

Signed: ..... (Visit organiser/leader) Date: .....

Name .....

I confirm that approval has been given for this visit

Signed ..... (Executive Headteacher) Date: .....

I confirm that approval has been given by or on behalf of the governing body for this visit [*delete if not applicable*]

Signed ..... (Chair of Governors) Date .....

Appendix 2: risk assessment template

**Visits - Risk Assessment**

<b>Visit to:</b>		<b>Date of visit:</b>	
<b>Year Group</b>		<b>Number of Pupils</b>	
<b>Group Leader:</b>		<b>Other staff involved:</b>	
<b>Date assessed:</b>		<b>Completed by:</b>	<b>Date reviewed:</b>

<b>Objectives of visit:</b>	
-----------------------------	--

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who may be affected?</b>	<b>Risk Rating (LMH)</b>	<b>Control measures</b>
			•
			•
			•



## Appendix 3:

### Code of Conduct for Volunteers

*Our children and our staff are at the centre of our vision at the MK Sapphire Federation.*

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

#### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to a member of the senior leadership team.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking



---

2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying “thank you”.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’s parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child’s education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school’s safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Catherine Carter and the deputies are; Helen Nicholson, Heather McDonnell, Jordan Clarke, Reanne Masad, Dawn Mallett, Nikki Hayfield.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### **4. Health and safety**

- 4.1. Volunteers must abide by the school’s health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school’s fire safety and emergency evacuation procedures.



# MK Sapphire Federation



4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

## 5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Signed .....

Date.....

Print Full Name .....

***'Pepper Hill School and Stanton School are committed to safeguarding and promoting the welfare of children and expects all staff/helpers to share this commitment.'***