



Thomas Lord Audley School

Educational Visits Policy

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Ownership & Control

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V1	RRE	10.10.22	Reviewed	On p9 I added the word Vaping. Additional procedures included to ensure fairness in selection processes and for giving priority for PPG students (pg 8) Links to the process/policy for TLA have been removed. Appendices which were superfluous following the introduction of Evolve were removed
V2 (2024)	KRO	Feb 24	Reviewed	Ref's to Stanway Staff removed
V3 (2025)	ASO	Spring 2025	Reviewed	P4 change of EVC to ASO. P5 change from apply through trip proposal form to the Heads PA/KRO to online trip proposal form and submission date for EVOLVE document changed from one month to 6 weeks on residentials and 2 weeks to 3 weeks prior to other trips.

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1. Introduction

This policy covers all aspects of outdoor learning, off site visits and learning outside the classroom. The Headteacher is ultimately responsible for ensuring that all procedures are followed though at the Stanway School and the Thomas Lord Audley School. This task is delegated to the nominated establishment Educational Visits Coordinator (EVC). This is Kevin Rowland at the Thomas Lord Audley School . All Staff members involved in any form of visit should read this policy document thoroughly, as well as referring to the OEAP National Guidance.

The Local Governance Committee (LGC) should be informed in good time of any overseas/residential visits that are planned, via Mr Sowemino (ASO).

2. Reasons for Visit

- a) All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- b) All activities must have a clearly defined educational purpose and we seek to ensure that the Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children within the schools, we offer a range of educational visits and other activities that add to what students learn at school.

3. Visits and curriculum links

- a) All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- b) For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with national OEAP and Essex LEA guidance.
 - English – theatre visits, visits by authors, poets and theatre groups;
 - History – castle visits, study of local housing patterns, museums;
 - Geography – use of the locality for fieldwork, fieldwork further away;
 - PE – range of sporting fixtures, extra-curricular activities
 - Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
 - MFL – study visits and overseas day trips.

4. The Visit Leader

- a) The visit leader is responsible for all aspects of the visit, from the initial visit proposal stage until the visit returns and the students leave the school premises in a manner agreed by their parents/carers. The role of Visit Leader is extremely complex and necessitates a clear understanding of procedures.
- b) Before proposing a visit, the Trip Leader should read the OEAP National Guidance for Visit Leaders.

In addition, the trip leader should read Essex County Council's Guidance for Procedures in the event of a critical incident on off-site visits, as well as the Council for Learning Outside the Classroom's document on "inclusion".

- c) It is the duty of the Visit Leader to complete the following document:

- School Visit Proposal Form (TLA)

They must be submitted to the SLT 4 weeks before departure (See Section 7 below). The most crucial part of this is the risk assessment which requires considerable time for accurate completion. This may include SEN risk assessment. (using the Evolve system)

5. Gaining approval for a trip/visit

Approval for the proposed visit follows from the submission by the member of staff concerned of a proposal via the online trip request form. This is considered in detail at the weekly Calendar Meeting/SLT meeting. Approved trips and visits are added to the school calendar and the member of staff concerned receives an e-mail indicating that this visit will go ahead. Staff organising the visit will then receive an email confirming approval.

6. The Headteacher

- a) is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented. This is effected largely through delegation to the establishment's EVC;
- b) should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see the Special Education Needs and Disability (SEND) Code of Practice January 2015 and the Equality Act, 2010;
- c) should ensure the suitability of all staff appointed to the visit;
- d) should ensure that the visit leader fully understands his/her responsibilities; e) should implement effective emergency contact arrangements;
- f) should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately;
- g) Trip leader and ASO should oversee any selection process if any trip or visit is over subscribed.

7. EVOLVE

TLA use the EVOLVE system for all trips and PE fixtures .

Trip Organisers must complete the forms themselves and should begin work as soon as trips have been approved, as this will allow them to collect the appropriate information gradually. This will be monitored by the EVC. Training on the use of EVOLVE will be given as appropriate.

All residential and overseas visits must be agreed by the LA. All forms for residential visits should be submitted to the EVC at least 6 weeks before departure. Other local visits are approved by the EVC and should be submitted at least 3 weeks in advance.

8. Choosing a provider

After considering the reasons for the visit and receiving approval for it, the visit leader should check out the provider. Further information can be found on the OEAP National Guidance website. On residential, adventurous or overseas visits, leaders should check to see if the provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.) Please check the EVOLVE website or contact your EVC if necessary. This information forms part of the EVOLVE form.

9. Inclusion, Student Entitlement and Behaviour Expectations

- a) All efforts are made to ensure that trips and visits are made accessible to all who wish to participate irrespective of special needs, medical conditions, ethnic origin, gender, religion or financial circumstances. Discussion with the SENCO team is an essential part of this process when SEN students are involved and it may be appropriate to complete an individual Risk Assessment for students with special or additional needs using the Evolve system. Should an extracurricular trip be over-subscribed, the following process will be followed:
 - a. An appropriate proportion of places in line with the proportion al in the whole school, will be given to those pupils receiving the Pupil Premium Grant;
 - b. These students' names will be selected randomly in the presence of the Headteacher or the EVC;
 - c. Any students receiving the Pupil Premium Grant who were not selected in this

- initial process will be included in the list of all remaining pupils;
- d. The remainder of places on the trip will be filled by selecting randomly in the presence of the Headteacher or EVC;
 - e. Wherever possible, a check of which students have applied for trips previously but were unsuccessful in gaining a place will be made to endeavour to prioritise those students.
- b) The school has a clear Behaviour Code of Conduct. Please refer to the Expectations, Relationship and Behaviour Policy. Students who persistently fail to follow this policy on a normal day-to-day basis but who wish to take part in a trip or visit will be risk assessed and a decision made as to whether they are considered too great a risk to include in the visit.
 - c) Students may be asked to complete a Behaviour Contract if they wish to attend residential visits. This must be agreed with parents and carers.
 - d) The parents or guardian or any student who fails to meet these expectations may be contacted and in extreme circumstances, this could involve the withdrawal or removal of their child from a trip or visit. Parents would be expected to cover any cost implications and/or collect their child from the visit.
 - e) The school operates a strict no smoking/vaping and no drinking alcohol policy on all trips and visits.

10. Consent

- a) Consent to participate in the visit is given by parents/guardians on the form sent out with the initial letter by visit leaders. This consent form also contains a request for parents/carers to update school medical records, this consent form is sent out with a Healthcare Plan which must be completed and returned by the date specified. Please note that travel, accommodation and visits are made on the basis of the information which staff receive initially. This includes any specific health related requirements, disabilities etc. It is the responsibility of the parents/carers to keep the school informed of any changes which may affect their child's fitness to travel. All reasonable efforts will be made to enable all students to participate in a visit who wish to do so. This may involve booking a coach with a lift for example. This may result in a higher cost for the visit which should be budgeted for.
- b) Parental consent for regular activities in school hours
Each year all students are sent a form whereby parents/carers give blanket consent for activities in school hours. This form is intended to cover all types of visits and activities routinely organised by the school, or which part of the programme for which information has been given. With the exception of nursery age children, schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to the church or library. While parents do not have the option to withdraw their child from the school curriculum, we will inform parents that a visit or activity is to take place. Consent will be needed for visits taking place outside school hours and also for activities taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity. This is also true for overseas, residential and weekend visits.

11. Visits and staffing

- a) The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.
Supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays).
- b) There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour and special educational needs of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover.
The following ratios for general activities such as door to door visits to theatres, museums and other local schools are, for example: 1 adult to 20 students.
If groups are going abroad, the ratio should be 1:10.
However, it is stressed that these are only examples. Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular trip and the individual needs of the students and should consult the EVC on this matter if needed.

12. Final checklist

A final checklist for off-site is attached. This is a very useful way of checking that every requirement of the school has been met in terms of visit organisation (Appendix C).

13. The day of the visit

- a) If a child is absent from a trip, the Trip Leader must use all numbers available to try to make contact with home, within the time frame available. However, the visit itself should not be compromised as a result of a late departure and staff on the visit should jointly decide at what point the group should leave the school.
- b) The attendance administrator should be contacted as soon as possible if the child does not appear for the visit. The attendance officer must then contact home.
- c) Ensure that an up to date attendance list is held in the Main Office together with any other forms containing last-minute amendments. If the trip takes place out of school hours then the SLT contact should have relevant paperwork/emergency contact details/Evolve access.
- d) Ensure that there is a full First Aid Kit, together with inhalers and other medication e.g. EpiPen and mobile phone. Staff should record when medicine is administered on the Medical Administration Log (Appendix D).
- e) Ensure that copies of emergency/critical incident cards and Healthcare plans/ medical details are given to all leaders within the information pack handed to all accompanying staff on the day.
- f) Staff accompanying the visit should exchange mobile phone numbers.

During the visit

- a) It is good practice to divide students into small groups from the point of view of regular checks. If students are allowed off on their own, they should go in groups of FOUR only, as recommended by Essex CC. Students should be counted whenever there is the slightest risk that the group as a whole has become separated. Lists of student's names should be provided by the Visit leader. Head counts are an excellent final check and should be completed by two members of staff.
- b) Children must be kept in their leaders' group at all times, if one student urgently requires the toilets, then he/she must be accompanied by other children *BUT CHILDREN MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN. STAFF SHOULD CHECK PUBLIC CONVENIENCES OUT IN ADVANCE.*
- c) Courtesy to the public must be shown at all times, care taken not to block pathways, etc. Staff should ensure the safety and well-being of the students in their care and inform the

visit leader or another member of staff of any relevant incident involving students in their care as soon as possible.

15. On the return to school

- a) Check all children off the coach. A member of staff must lead the class either into school or to the area of the playground/drop-off area where children can be collected by the parent. The teacher must check students off/ensure that each child departs with a known parent or neighbour.
- b) A member of staff must remain with uncollected children until all parents have arrived and all children have departed.
- c) A child may only walk home if specific written permission has been given. Students must go home in the way agreed on the reply slip, unless the parent/carer has subsequently been in contact with the teacher in charge.

16. Financing the visit

When stating the cost for each individual the letter should contain an explanation of where this cost has come from and explain that the school would like a voluntary donation from parents to fund the visit. It should also make it clear that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you like to receive payment. Letters requesting financial assistance may be sent to the Headteacher.

17. Insurance

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools (teachers, students and parents) need to be sure of the nature and level of cover that is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LA, school or professional association which is pertinent to their own circumstances.

a) Personal

A teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee (Employers Liability).

In respect of students, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

b) Indemnity

The written consent of parents by the school should always be obtained or the participation of students in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

c) Insurance Provision

For all trips, the school is covered by RPA (Risk Protection Arrangement).

Teachers should be aware of the school provision for insurance. A copy of the schedule of School Insurance for off-site visits is held in the Finance Office. All parents should be given a copy of the summary document prior to a residential or overseas visit and should be made aware that they may request a copy of the insurance details before any visit in which

their child may participate. Please refer queries to the EVC or Finance Officer.

18. Transport

- a) Coaches are booked by office staff on behalf of group leaders. Visit leaders should inform office staff of numbers and requirements, including any arrangements for any disabled students. This should be done well in advance, particularly when there are special requirements.

Also see guidance from OEAP NG.

b) Minibuses

Please refer to the Essex County Council Minibus Guidance (Appendix E). Minibus use forms part of the trip documentation. If you need a driver for the minibus, this must be agreed before the EVOLVE form can be completed. Please contact your EVC for more information.

c) Use of own Car

At present, the school insurance does not cover occasional business use, i.e. the transportation of students in staff cars. Please check with your insurance company to ascertain whether your own insurance covers this.

19. Emergency/Critical Incident Procedures

The school has adopted the procedures outlined by ECC (see Appendix F). All visit leaders will be given a copy of the Critical Incident Action Plan before departing on a trip or visit. This needs to be read and understood in full. The visit leader should contact the EVC should any points need clarification.

On return, the visit leader must comply with the school's normal accident reporting procedures.

20. Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding into the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team. An evaluation form is available on EVOLVE.