

# Edward Peake C of E (VC) Middle School

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## **Educational Visits and Journeys Procedures (these procedures form part of the CBC Educational Visits Policy)**

### **Section 1: Introduction**

The following is a specific guide to policy and practice at Edward Peake Middle School and all staff are required to follow it. It is hoped that this will provide a clear outline of what must be done when organising and taking educational visits, and also serve as a checklist.

All organisers and leaders of education visits must follow the guidance issued by Central Bedfordshire Council regarding educational visits. This policy is available on the google drive.

However, where there are differences between the Central Bedfordshire Council guidance and that of the DfE, (Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies) the Central Bedfordshire Council guidance must be followed as it has been drawn up taking into account local factors. For the most up to date information please refer to:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

### **Section 2: Key staff contacts**

Miss H Butchard	Educational Visits Coordinator
Mr M Duffy	Assistant Educational Visits Coordinator
Email address	<a href="mailto:evc@edwardpeake.beds.sch.uk">evc@edwardpeake.beds.sch.uk</a>

### **Section 3: Timelines**

<b>Trips and visit information</b>	<b>Paperwork requirements and timelines</b>
Local visits of less than 1 mile for less than a three-hour window Examples Walking to the swimming pool, walking to the local care home. LOW RISK	Documents submitted to Evolve at least <b>two weeks</b> in advance of the visit.
Day trips which occur during the course of the school day. LOW RISK	Documents submitted to Evolve at least <b>three weeks</b> in advance of the visit.

Day trips which have an early departure or late arrival time outside of the normal school day.  MEDIUM RISK	Documents submitted to Evolve at least <b>four weeks</b> in advance of the visit.
Residential trips within the UK  HIGH RISK	Documents submitted to Evolve at least <b>six weeks</b> in advance of the visit.
Residential trips outside of the UK  HIGH RISK	Documents submitted to Evolve at least <b>eight weeks</b> in advance of the visit.

## Section 4: The use of Evolve

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits.



The Resources page of EVOLVE gives helpful links to national guidance (OEAP). Staff should contact the EVC for their username and password.

## Section 4: Educational visits during the school day

### A. Discuss proposed visit with Line Manager

Before any visit requests go to the Headteacher, they need to have been discussed with your line manager. The LOTC quality badge can help make decisions about the visit you would like to organise, visit their website to see if your activity is listed <https://www.lotc.org.uk>

### B. Get permission from Headteacher

Get permission from Headteacher through email and ensure that your Line Manager is also cc'd. Be sure that:

- The purpose and aims of the visit are very clear ie: what are the intended outcomes?
- Where the visit is educational, the work the students will undertake has been agreed by your line manager and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.
- The checking of students in situ at the venue and in transit to the venue is flawless. A clear headcount system or teacher group responsibility system is evident and all staff are aware of the importance of these routines and play an active part in this.
- That, as usual, the risk assessment is completed upon agreement that the visit can occur.

### C. Log on to EVOLVE and familiarise yourself with the process

Follow the staged approach to communicating all aspects of the educational visit. Once the risk assessment, visit letter and register is complete and all other mandatory elements are filled, this is automatically sent to the EVC (Educational Visit Coordinator), who sends it on to the Headteacher once all checks are complete. Please submit all information on EVOLVE at **least two weeks** before the visit is due to happen. Only when the Headteacher approves the visit and you receive your confirmation email from EVOLVE does the visit have permission to proceed.

### D. Inclusion team check in

Discuss any pupil concerns you have with the inclusion team. Individual risk assessments and behaviour support contracts maybe required. Consult with the SEND team whether special arrangements need to be put in place for pupils.

### E. The risk assessment

This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits and can be collected from the main office. We also ask that pupils are given ID badges or stickers which hold the school emergency contact details. Refer to the guidelines in section 3 regarding timelines.

### F. The visit letter

This should be attached to the EVOLVE visit form and approved by the Headteacher before being sent to parents. The letter should be sent electronically and if reply slips or additional information is required from parents (see below), then a Google Form should be used to collect this information. A reply slip is mandatory for all trips. Every visit, however, should have a letter to inform parents of the event and logistical arrangements.

#### G. Details to be included in the letter:

- Nature and purpose of the visit
- Cost (which should be the total, fully inclusive through the gateway).
- Date
- Travel arrangements (including stations from start to finish)
- Departure and return times
- Kit list
- Arrangements for those entitled to free school meals
- Mobile usage (if staying in place or suspended)
- SLT and EVC emergency contact details

The professional nature of the school is often determined by external audiences by the letters it sends out. As such all letters should be highly professional in language, clarity and appearance.

#### H. Itinerary

A written detailed plan of the day should be attached in EVOLVE also and it is imperative that all visit staff have a very clear understanding of the times, itinerary, responsibilities, etc. for the visit.

#### I. Staff, parent and pupil meetings

A meeting for the staff BEFORE the day of the visit is essential in ensuring all staff are clear on all relevant information. The EVC should be invited to all pre-trip information meetings.

#### J. Lunches

Please ensure that packed lunches for FSM students are ordered via the office. Final numbers and student names for FSM lunches must be given the day before to ensure they are ready to be collected on the day. Check with the office which students are entitled to FSM.

#### K. Medical needs

Please ensure that you have noted the medical needs of students in your risk assessment where relevant. Particularly cross reference with SIMS those pupils who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students. Please liaise with the EVC and SLT in charge of pupil welfare for more information and up to date pupil lists.

#### L. EVC paperwork and the field file

All visit information should be stored electronically in a dedicated Google Drive folder. This includes:

- visit plan/itinerary
- student list including emergency contact details and any medical needs
- spreadsheet of reply slips from parents (downloadable from Google Form responses)
- staff list (and other relevant staff information where necessary)
- parent information letter
- risk assessment

If you wish to carry pupil information (e.g. emergency contact details, medical needs) as a hard copy during the course of the visit, this must be carried in an opaque and secure folder that is kept on your person at all times. This is to ensure that personal information cannot be accessed by anyone outside the school, in compliance with GDPR regulations.

A printed copy of the information should be stored in a field file. A copy of the field file should be taken on the trip with the designated trip leader. A copy of the field file should be left in the main office.

### **Section 5: Local area visits**

You may wish to plan an educational enrichment activity in your lesson that takes place outside the school grounds. Where these activities are planned, a local area visit form should be completed on EVOLVE to ensure. To qualify as a local area, visit, the following guidelines should be true:

- The visit will take place during the time of a normal lesson/ school session
- The visit is within a 1-mile radius of the school, in a place that staff and students are familiar with.
- There is no activity outside of the students' usual everyday experiences
- No transport is required that it is recorded.

### **Section 6: Residential trips**

- A. Ensure that the visit has been added to the approval list for Head teacher approval in June of the preceding year.
- B. If not within the timeline of point A, request permission from the Head both for the visit to go ahead, when the visit will take place and for specific staff to go.
- C. Ensure that, similar to day visit procedures, you have discussed and planned this visit alongside your Line Manager and that your LM is added into all communication.
- D. Carry out a risk assessment. Check with the travel/accommodation operator, the venue and possibly other schools who have been and used facilities. If possible, visit the venue. Some operators do this for you, especially activity visits. The credibility of all agencies involved: the operator, the activities organisers, the coach/transport companies, and the management and security at the place being stayed at should be checked.
- E. A copy of the risk assessment must be given to the EVC well in advance and should be completed separately along with the school's general visit risk assessment form
  1. Establish clear contingency procedures for staff/pupil sickness while away, and for any unexpected changes of arrangements.
  2. Establish precise procedure with EVC for any major mishap or accident – who to contact, what to do, and what not to do.
  3. Ideally, a first-aid trained member of staff should accompany the visit.
  4. Check the list of those wishing to go with the EVC.
  5. Send first letter with dates, cost etc. to all those eligible. Be clear there is no automatic right to go. Make clear standards of behaviour expected and what the consequences could be if these are not adhered to. Get names of those interested in going.
  6. Hold information evening for parents and pupils. All teachers going should attend. At this evening, parents should receive all details of the visit: dates, cost, accommodation, itinerary, expected time of return, etc. They should also be advised about recommended amount of spending money, any vaccinations needed, suitable clothing, etc.

Parents should also be clearly told what will and won't be happening on the visit:

- Will pupils be on their own at any time?
- Will they be swimming or involved in any hazardous activities?
- What procedures are in place should the children become separated from the

group? (A suggestion is that all students should have a printed label or lanyard with all their details and the address and telephone number of their accommodation with them at all times).

- Make clear what arrangements are there for the security of their personal currency. Are they individually responsible? Are staff going to look after it and issue it in stages in which case they are responsible for it?
- Make clear what is and is not covered by insurance.
- It should again be stressed what standards of behaviour are expected and what the consequences could be if these are not met.

F. Obtain from parents:

- Current medical information. They should also be given a form to sign authorising the staff accompanying them to make decisions about medical treatment if necessary. (They should be reassured this is for very basic routine problems such as having stitches etc.)
- Their EHIC or GHIC number if visiting Europe.
- Two small recent photographs
- Parents' day and night emergency contact numbers for the length of the visit. These should not just be mobile numbers.
- Special dietary requirements
- A Google Form should be sent out with the letter inviting parents to the information evening, with a request to complete the form before the meeting. It is advisable to have a stock of paper forms at the information evening for those who do not complete the electronic form.

G. Keep detailed records of payments and give pupils receipts.

These should state date of payment, amount, cash or cheque – when using the gateway system: a paying in card for the pupil is also a good idea. Deposits should be non-returnable. The school holds visit insurance and this covers cancellations costs for certain reasons. With certain medical conditions, extra cover may be necessary; check with the insurance company if in doubt. Provide every parent with a copy of the insurance cover document which can be obtained through the EVC or finance office. Basic details can be found in the staff handbook.

H. Get passports in as soon as possible.

Check: they are current and they do not expire within 6 months of your date of return.

Whether visas are necessary. If visas are necessary, parents need to apply very early. Parents applying for visas will need a letter from the school confirming the student attends the school and giving full details of the nature of the visit, including the itinerary and dates.

If travelling to Europe, a form from the Central Bureau signed by the Headteacher covers the need for a Visa. The pupil must hold a full valid passport. Visas and Collective Visas need to be applied for at least two months in advance.

Record all details of every passport: Name, DOB, issue/expiry date, passport number, and country of issue.

I. Make arrangements for getting currency with the Finance Office.

Consider how it will be distributed amongst staff. Contact the British Embassy/High Commission in the country being visited. Fax them the itinerary, accommodation details, passport details, etc. of everyone going. Know where to find this building when you arrive in the country.

- J. Share an electronic Google Drive folder of all visit details and prepare the field file. Leave copies of the field file in the main office and with the EVC/SLT member. One member of staff should be named as the emergency contact person. Staff going must also leave their emergency contact numbers. Staff going should have with them the mobile numbers of key SLT as well as school contact numbers.
- K. Pupils maybe allowed to bring mobile phones but rules for usage must be discussed with parents beforehand and all numbers kept centrally with the lead teacher.
- L. If there are any breaks in the journey (e.g. coach to ship, etc.) make sure pupils know clearly the procedures for separating and regrouping, and where exactly staff will be. Include this in the risk assessment). Inform school immediately of safe arrival and any subsequent changes to arrangements or pending problems.
- M. The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits. These should be gone through with the pupils on the day of arrival. If a teacher is not satisfied with these arrangements, he/she should speak to the hotel and the visit operator. If there is then a change of venue, all details should be faxed/phoned immediately to school.
- N. If travelling on another coach abroad, check that the seatbelts are in working order. If they are not, alternative arrangements must be made. Pupils should be made aware of the location of staff rooms so staff may be easily contacted in an emergency.  
Keep a copy of all pupils details etc. (and small photographs) with the group at all times while away, not left at base. Pupils should also carry with them the address and telephone number of their base and a note in the foreign language for use if they were to get lost. Lanyards can be used for this purpose and borrowed from the main office. Consider arranging a cascade for communication of return. arrival time with school. If the return is on a school day, school should be advised as soon as possible if you are on schedule or if there are delays in time of arrival If the return is not during a school day, inform the contact person as soon as possible of safe return and that all children have been collected.
- O. After the visit, a written report should be submitted to the EVC, this should highlight any issues or problems encountered, any accidents or 'near misses' and anything which might inform decisions regarding any future visits to that or any other location.

Signed \_\_\_\_\_

Chair of Governors

Date approved \_\_\_\_\_ May 2022 \_\_\_\_\_

Review date \_\_\_\_\_ May 2024 \_\_\_\_\_