



The Blue Coat
School

EDUCATIONAL VISITS POLICY

Approved By	Local Governing Committee
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1. Introduction and Principles

This policy covers all educational journeys and visits, whether day, evening or residential and applies to all staff and volunteers who are involved in organising, running and assisting those visits.

We place high value on learning beyond the classroom including sport, music, drama and the Duke of Edinburgh Award. Educational visits play an important part in the raising of awareness, respect and understanding of how others live and work through first-hand experiences. Visiting new places and countries brings many opportunities including learning about cultural differences.

We also value the additional and extra-curricular work undertaken by staff. Such activities enrich the curriculum, provide different ways in which young people can learn, and support the development of the whole person. Positive relationships established in extra-curricular activity affect the quality of relationships in the classroom, improve the quality of the teaching and learning experience and are central to school ethos.

It is essential that all visits operate safely. Responsibility for the protection and personal safety of the students rests with group leaders and accompanying members of staff who have a common law duty of care.

The priority when planning any visit must be our commitment to teaching students in school. The benefits of the out-of-school activity must be weighed against the effects of a teacher not being available to teach classes. If, for whatever reason, a teacher has been absent and missed several classes, an out-of-school visit cannot be approved. The judgement of what is reasonable will be made by the Deputy Headteacher or Headteacher.

If a class or year group has already experienced disproportionate disruption, for whatever reason, permission for out-of-school activity may also be refused. The judgement of what is reasonable will be made by the Deputy Headteacher or Headteacher.

Students in Years 11, 12 and 13 should not, as a rule, be taken out of school after Christmas other than by negotiation and in exceptional circumstances. The benefits of revision days for individual subjects must be weighed against the impact caused across the curriculum when students and staff are out of school.

Visits should be accessible to all. Ensuring accessibility may require reasonable adjustment. Advice is available from the Educational Visits Coordinator (EVC) where necessary.

Staff cover availability is limited both by PPA time and funding issues. If the cover limit has been reached, staff cannot be released without explicit approval from the Deputy Headteacher.

All visits and activities must:

- Be carefully planned and managed to ensure the health and safety of all.
- Ensure that the continuity of lessons and students' progress is not unduly interrupted or fragmented by staff absences.
- Ensure that the teaching programme for all areas is respected and supported: enrichment activities in one subject can, if not properly planned, lead to other teachers being put under pressure to cover the curriculum and fully prepare students for examinations
- Follow the formal educational visits proposal process ([Trip Proposal Form](#)). These should be read early in the arranging process to ensure efficient planning of the visit.
- Take oversubscription into account when planning future visits.

2. Guidance

The school subscribes to the Local Authority Evolve system which provides guidance and supports the planning and management of educational visits. The ultimate responsibility for the visit's health and safety is with the employer.

The school procedure and guidelines should be read in conjunction with the national guidance at <http://oeapng.info> and on Evolve.

3. Responsibilities

3.1 Local Governance Committee:

- Approves the policy on the recommendation of the Headteacher.
- Receives feedback from the Headteacher about the policy.

3.2 Headteacher:

- Responsible for implementation of the policy.
- Receives visit activity reports as required from the Deputy Headteacher.
- Appoints a competent Educational Visits Coordinator (EVC) who has completed the Local Authority EVC training and holds an up-to-date certificate.
- Ensures that [OEAP](#) guidance and internal policy are followed for all visits.
- Takes appropriate action in the case of emergency.
- Formally signs off all visits on Evolve. Adventurous, overseas and residential visits are also reviewed by the Local Authority (via Evolve).

3.3 Deputy Headteacher:

- Agrees visit proposals and updates the school calendar.
- Notifies the EVC, cover staff and support staff teams (finance / admin) of approvals.
- Monitors number of agreed visits in relation to staffing, spend per year group, departmental engagement and any other relevant factors.
- Oversees production of visit activity reports, advising the Headteacher of relevant issues.

3.4 Educational Visits Coordinator (EVC):

- Has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to final approval by the Headteacher.
- Carries out their role in accordance with the national guidance.
- Evaluates the impact of staff and student absence and ensures that appropriate cover work is set.
- Ensure adequate supervision ratios and first aiders as well as ensuring adequate first aid kits and medical supplies are taken on the visit.
- Considers the needs of students with medical conditions, consulting with relevant members of staff to ensure individual healthcare plans are considered and additional support put in place as necessary.
- Assesses the competence of prospective leaders and staff undertaking school visits.
- Approves the visit risk assessment on Evolve.

3.5 Visit leader:

- Carries out their role in accordance with national guidance and meet all relevant requirements.
- Has overall responsibility for the planning, management (including financial), supervision and conduct.

- Is approved by the Headteacher and EVC as the single accountable person for the trip (to avoid potential confusion, if this role changes a full clear handover should be made)
- Plans and records details on Evolve.
- Must not proceed with visit arrangements without approval and checks Evolve to ensure this has been confirmed.
- Ensures work is prepared for cover teachers for lessons missed.
- Prior to departure, provides the Attendance Officer with a list of visit participants
- Receives a comprehensive list of student participants and ensures that advice is sought regarding any student with a medical condition and their EHC plan or medical information is obtained.
- Informs the restaurant so that they can reduce catering requirements where the visit is during term time and involves +20 students.

3.6 Support staff member responsible for the administration of the visit:

- Provides a comprehensive list of student participants (name, emergency contacts, medical needs).
- Receives booking forms and risk assessments and ensure they are logged on Evolve.
- Arranges transport and any accommodation or activities.
- Supports the visit leader with finance, budgeting and costings.
- Receives and reconciles visit income, reporting updates and issues to the visit leader.
- Organises appropriate currency and other payment methods to be used during the trip.
- Liaises with the cover team.
- Collects and files visit receipts for evidence of expenditure.
- Checks consent forms including generic consent for low risk, local visits (collected at Year 7 data collection) or collects implied consent by parents paying a deposit.
- Produces visit activity reports as required.

3.7 Local Authority:

- Advises and supports the planning and running of visits.
- Maintains the Evolve system.
- Reviews overseas, residential and adventurous visits.
- Where appropriate, provides preferential rates for the hiring and use of visit centres (residential), camping field, minibus, equipment, etc.
- Provides EVC, visit leader and other specialist training.
- Provides first aid, MIDAS (minibus) and other formal courses by arrangement.

3.8 Other accompanying staff and volunteers:

- Always ensure the safety and welfare of students on visits.
- Adhere to the Safeguarding Policy and requirements, including undergoing appropriate DBS checks where appropriate.

4. Proposal and Approval of Trips and Visits

Proposals should be submitted on the standard form ([Trip Proposal Form](#)) for the Deputy Headteacher to consider in principle. In approving, the Deputy Headteacher will consider the impact on other events and already booked into the school calendar.

See Section 3 for details of roles and responsibilities.

5. Visit Leaders

The visit leader will normally be an experienced teacher. However, in certain circumstances another person may act as the visit lead, provided that the:

- Headteacher and EVC have verified the person as competent to fulfil all aspects of the visit leader role.
- Employee has been through an appropriate 'apprenticeship' of supporting experienced visit leaders on similar visits (see below).
- Parents, carers and students have been notified of the designation of the proposed visit leader.
- Safeguarding requirements are satisfied in line with most up to date guidance.

6. Staff training

The school recognises that staff may require training and experience to maximise learning outcomes from educational visits and to ensure safe operation. Certain visits (e.g. residential and overseas) may require staff to acquire 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 regular visits leave or are unable to attend.

The school promotes professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including;

- First aid
- MIDAS (minibus)
- Snowsport England Snowsport Course Organiser (SCO) for staff involved in running snow sport trips
- Visit leader training
- Educational visit coordinator (EVC)
- Evolve system training

7. Risk Assessment

All visits require a risk assessment which identify all risks and hazards to staff, students and visitors. The risk assessment should also include any necessary medical information relating to visit attendees. The visit leader is responsible for assessing and managing the risks of the visit, involving, where necessary, other staff and the young people involved. The visit leader must follow the national guidance on risk assessing the visit and must follow the relevant code of conduct for overseas visits.

Generic risk assessments may be available for similar previous visits. The visit leader is responsible for reviewing and modifying these as required, including updated control measures and steps to be taken to ensure the assessments are fully implemented as an inherent part of the visit. Risk assessments should be recorded on the Evolve risk assessment template and saved on the school drive.

The visit leader must ensure that any staff or volunteers supporting the visit are trained and that students are instructed about control measures. The visit leader is responsible for monitoring compliance with the risk assessment throughout the visit and make dynamic decisions about any necessary alterations.

Unless an external provider holds a Learning Outside the Classroom (LOtC) quality badge, they must complete a Provider Form. These should be checked by the visit leader as part of the planning and safety checks for the visit.

Pre-visits should normally be made for new visits or if a venue has not been used for some time. Where appropriate, permission must be obtained for visit access to sites, and relevant authorities should be consulted, e.g., National Park, local shopping centres. In some circumstances, e.g., where the visit is low risk or a pre-visit is not reasonably practicable, a preliminary visit may not be required, however where a pre-visit is not reasonably practicable, the visit leader must carry out careful research, including speaking directly with the visit venue. If in doubt, the visit leader should clarify with the EVC.

As part of the risk assessment, visit leaders must consider the risk of the threat of terrorism. Where appropriate, the visit leader must ensure that they have included details in the risk assessment relating to the run, hide, tell protocol and what their emergency evacuation procedure will be.

8. Ratios

In working out the ratios required to accompany a group, the visit leader (supported where necessary by the EVO) will consider factors including:

- Age, maturity and needs of the proposed group.
- Numbers involved and the nature of the visit.
- Experience and competence of the staff expected to accompany the visit.
- Anticipated behaviour of the group and / or individuals involved, based on direct knowledge and experience.
- Proposed activities
- Levels of SEND and additional need.
- Timings of the visit (i.e., day or evening)
- Associated risks, e.g. overseas, residential, Duke of Edinburgh

There should normally be a minimum of two staff, one male, and one female, accompanying any mixed party. The ratio of staff to students should be one to twenty and for parties going abroad it should be one to ten. For particularly large parties it may be appropriate to involve other adults but before doing so, the EVC should be consulted.

9. Communications

Parents and carers are provided with information on visits in one or more of the following formats. The visit lead takes responsibility for all correspondence.

- Information letter via MyEd
- Parents' information evening
- Termly newsletter
- School website
- Text message

If the visit involves higher risk activity, this will be made explicit.

Parents are given details of transport, dates, times, cost, insurance, arrangements for returning home, planned activities, accommodation, name of visit leader and accompanying staff, school emergency contact

details, nature and purpose of the visit and a request for information about any relevant medical conditions (including allergies), dietary or religious requirements as well as confirming arrangements for those students in receipt of free school meals. Any special requirements must be shared with all adults supervising the visit, along with emergency contact details for all students taking part.

Visits are paid for through Wisepay.

Where the school offers limited places for visits, parents are given reasonable notice to reserve a place for their child. Where visits are fully booked, parents will be given the option to be placed on a waiting list. Regular oversubscription of visits will be monitored to aid future planning.

10. Consent

General parental consent for low key, low risk visits are obtained for new Year 7 students as part of the induction data collection process and stored on SIMS. It is also taken that consent is implied where a parent pays a visit deposit. For all other visits, explicit parental agreement must be secured by a completed consent slip or suitable alternative e.g. via Wise Pay form.

Detailed consent forms, including explicit acceptance of the code of conduct are required for:

- Residentials
- Overseas visits
- Adventure activities (including DofE)

Information to parents should prompt them to update any personal, medical, dietary or contact details.

11. Behaviour and Conduct

The school's Behaviour Policy applies to offsite visits and staff should apply the same behaviour management principles as if on the school site. The visit leader must ensure that the group is fully prepared for the visit and has been briefed about conduct, appearance, and safety procedures, including lost students.

Students should be supervised where practicable, however where for any reason close supervision will not be exercised, parents should be informed of this degree of 'downtime' and the EVC should be consulted as part of the visit planning. Parents should also be made aware that under all circumstances staff will behave in loco parentis and exercise reasonable care. Where students taking part in the visit are aged 16 or over, some greater degree of personal responsibility can be assumed.

Where appropriate, each student participant should receive a copy of the code of conduct for the visit, this should include appropriate behaviour and consideration for others in public places and, where applicable, in the accommodation.

The visit leader has the right to exclude a student from the group if they are considered to be a threat or liability to others. Where possible, the EVC must be consulted in advance.

Smoking or alcohol are not permitted on any visits except at the discretion of the visit leader where the visit involves those of legal age (i.e. sixth form students). Illegal substances will not be tolerated at any time. Any misconduct may result in a student being banned from future visits. These will be reported to the EVC upon return.

If a student is unable to return with the group, a member of staff must remain behind until relieved by the student's parents. This also applies if the student is in hospital, is in custody or is missing. In such an event, the SLT Trip lead should be contacted as soon as possible, they will then contact the Headteacher.

Safety is of paramount importance on all visits and staff are required to be vigilant, especially during unstructured periods such as meal / social times.

Whilst this applies to all visits, anyone organising a visit involving high risk activity must be particularly conversant with national adventurous activity guidance. It is important to remember that no set of guidelines can cover every scenario and therefore safe educational experiences rely on the appreciation of training, common sense and sound judgement of teachers and other leaders working within their own level of experience and competence.

11. Emergencies

Emergency procedures are an essential part of planning a visit. Staff have a duty of care to make sure that students are safe and healthy throughout their time away from school / home. Accident forms must be taken on all visits and completed as necessary. These should be lodged with the EVC on return.

Visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers must be carried by all accompanying staff as well as details of any known medical conditions.

The school must be notified at the earliest opportunity in the event of an emergency and where appropriate, the school's critical incident team will assess and respond to the situation with support from Oldham Council if required.

The EVC will normally act as the 24/7 emergency contact with support from other senior staff as required. The emergency contact/s will have full access to all details of the visit, including medical and next-of-kin information for all attendees including staff (via Evolve or hard copies) and the Emergency Card for Home Contacts.

12. Trips Abroad

Codes of Conduct for behaviour for students on visits abroad should take account of customs, attitudes and expectations of the local community and appropriate arrangements should be made to ensure the highest possible standards of behaviour on board all international transport and whilst in the host country.

General Health Insurance Cards (GHIC) are required to reduce the cost of any healthcare that becomes necessary during visits to any EU country or Switzerland. The GHIC must be available in the event of illness; no student should take part in a visit abroad without this card. Information on how these cards can be obtained is available via the administration lead. Outside of Europe, other suitable insurance will be arranged.

Overseas visits may use collective passports which allow students who have been born in the UK and/ or carry a British passport to travel without their own passports. These must be completed and sent off to the Passport Agency at least ten weeks prior to the visit.

Schools must complete a British Council List of Travellers online visa application form for overseas visits to EU destinations for students who were born outside of the UK and do not hold a British passport but do hold a valid passport for their home country. Applications can only be made within 8 weeks of the visit and the student's passport must be carried with the visit leader throughout the visit. For visits to Germany, ALL students must be entered on the List of Travellers.

Each passport must have a named adult group leader to accompany them when they travel. The visit leader should also nominate a deputy in case of emergency. Group leaders and their appointed deputy must be over 21 years old and have a valid 10-year adult British passport.

13. Charging Policy and Finance Arrangements

The Charging Policy is displayed on the school website.

All visit payments are collected via Wisepay. Any changes to this will be communicated to parents.

Parents will be notified in writing, and issued reminders as appropriate, of payments due. Where appropriate, a payment plan will be implemented to stagger costs. Non-payment by the set deadlines may result in students being withdrawn from the visit. Late payments will not be accepted unless there are extenuating circumstances.

The school makes every effort to ensure affordability for all visits. Parents of disadvantaged students may apply to the school for funding through the hardship fund by written request to the Headteacher. The school cannot guarantee that funds will be available to cover the costs but will consider each application on its own merit.

The cost of staff places, including basic allocations for meals, will be funded through the cost of the visit passed onto the student or met from the agreed budget.

An average of 5% is added to the overall cost to cover administrative overheads.

14. Insurance

All visit participants must be suitably insured, with the cost of the insurance factored into the overall cost. The school's insurance covers staff and students for general day and evening visits. However additional

insurance is required for higher-risk activities, residential stays and overseas visits. Where relevant, this is obtained through Zurich Insurance or the insurance scheme offered through the tour operator.

Safekeeping and distribution of students' spending money is the responsibility of the visit leader and accompanying staff. The amount of money held by staff should not exceed the amount covered by the insurance.

15. Minibus and Transport

Where possible, the school will use its own minibus for visits. Any other transport required is organised through the administrative lead. Visit leaders must not book transport themselves without prior approval from the Deputy Headteacher and administrative lead.

If visit leaders or other supervising staff are hiring a minibus to drive themselves, they must have the correct licence and obtain a licence check code for submission to the EVC as part of the risk assessment paperwork. Licence check codes can be obtained by entering your licence and National Insurance details onto the Gov.Uk website: <https://www.gov.uk/view-driving-licence>

16. Use of Staff Cars

School insurance allows for staff to use their cars for occasional business use, including to transport young people. Staff should seek advice from the Trust Finance Manager if in doubt.

Staff must inform the site team (premises@blue-coat.org) if leaving their vehicles on the school site beyond core business hours.

17. School Mobile Phones

School mobile phones and chargers for visits can be booked in advance by emailing trips@blue-coat.org. These must not be used for personal calls without incurring pass-through charges. All equipment should be returned to the administrative lead as soon as possible after the visit.

18. Departures and returns

Access through the school gates is by magnetic fob at any hour however there is no access to the building outside standard opening hours without prior arrangement with the site team. The visit leader is responsible for ensuring that registers are taken at the start and end of the visit and that all participants are returned to school safely. For some visits students may be required to continue with their timetabled lessons. For overseas and residential visits, the trip leader must confirm safe return by phone call or text message to the EVC.

At the end of a visit, the visit leader must ensure that every student has satisfactory arrangements for getting home; this is particularly important at night. For example, when returning from abroad a member of staff should stay with the party until all students have been collected. They should also ensure that transport vehicles are left tidy and that no property is left behind.

Students are expected to use their own mobile devices to forewarn parents of their expected arrival time back at school where parental collection is required. Staff can assist with this where necessary.

Students should not be dropped at locations other than school unless this has been approved in advance and agreed with parents.

19. Evaluation

Visits should be evaluated to monitor and develop the quality of provision. For routine, regular visits the relevant department may hold periodic reviews involving all staff who lead the visit. This type of visit together with low key, low risk visits may be assessed using the Evolve system's assessment tool which focusses on the learning outcomes of a visit. For new visits and those involving complex arrangements this might require a meeting of relevant staff and the EVC.

Outcomes from evaluations should cover:

- Amendments to risk assessments for future visits
- Venue suitability and service
- Good practice to be shared with other staff.
- Training or support needs for staff
- Sharing issues or concerns with other colleagues
- Financial review of the trip

The Deputy Headteacher will periodically evaluate visit data for:

- Trends on spending, e.g. per year group
- Trends on staffing of visits (including department level)
- Number and types of visits.

The data collected will be used to inform wider school strategies on visits, including disadvantaged students and equality monitoring.

20. Cross References

- Charging and Remissions Policy
- Health and Safety Policy

Appendix 1 - Overview of visits procedures/checklist:

Step 1: Visit leader fills out proposal form ([Trip Proposal Form](#)) and emails to the administrative lead for visits.

Step 2: Deputy Headteacher checks for relevance, staffing, calendar clashes and educational or social impact and feeds back to proposer.

Step 3: If approved, Deputy Head sends information to the administrative lead for visits who will liaise with the visit leader on planning, communications, cover arrangements and costings.

On a half termly basis the administrative lead for visits should send to the Deputy Headteacher a summary of:

- Agreed visits with staffing for each.
- Possible spend per student per year group.
- Department/DOL/ visit leaders.

Deputy Headteacher to report to SLT as required.

Appendix 2- Example consent forms (for MyEd/Wisepay):

CONSENT FORM FOR SCHOOL VISITS AND OTHER OFF-SITE ACTIVITIES

Blue Coat School provides a wide range of off-site activities to enrich the curriculum. Please sign and date the form below confirming you are happy for your child to:

- a) Take part in school visits and other activities that take place off school premises; and
- b) Be given first aid or urgent medical treatment during any visit or activity.

Please note the following important information before signing this form:

Written parental consent will not be requested from you for the majority of off-site activities offered by the school as such activities are part of the school's curriculum and usually take place during the normal school day.

- The trips and activities covered by this consent include;
 - visits which take place during the school day, during school holidays or weekends
 - off-site sporting fixtures outside the school day,
- The school will provide information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

We will send out specific consent forms for residential visits and visits including adventure activities.

Staff at Blue Coat School plan and prepare visits carefully and aim to take good care of all participants. However, parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up. Please support the school by making sure your child understands the importance of sensible behaviour on school visits.

Name of pupil: _____ Year: _____ Class: _____

Please complete the medical information section below and sign the declaration over:

Medical information about your child

a. Any conditions requiring medical treatment, including medication?

YES / NO If YES, please give brief details:

b. Please outline any special dietary requirements or allergies

c. Is your son / daughter allergic to any medication?

YES / NO If YES, please specify:

d. When did your son / daughter last have a tetanus injection?

Your details:

Name: _____ Relationship to child: _____
Contact telephone numbers: _____ Mobile: _____
Work: _____ Home: _____

Home address:

Alternative emergency contact:

Name: _____ Relationship to child: _____
Contact telephone numbers: _____ Mobile: _____
Work: _____ Home: _____

Address:

Name of family doctor: _____ Tel. Number: _____
Address: _____

Declaration

I give consent for my child to participate in Example School's off-site activities.

I agree to my son / daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

If the medical details or contact information above change I will notify the school office.

Signed: _____ Date: _____

Full name (capitals)

CONSENT FORM FOR RESIDENTIAL, OVERSEAS AND ADVENTUROUS ACTIVITIES

Name of pupil: _____ **Year:** _____ **Family:** _____

Details of visit to: _____

From: _____ Date / Time: _____ to: _____ Date / Time: _____

Staff at Blue Coat School plan and prepare visits carefully and aim to take good care of all participants. However parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up. Please support the school by making sure your child understands the importance of sensible behaviour on school visits.

Please complete the medical information section below:

Medical information about your child

a. Any conditions requiring medical treatment, including medication?

YES / NO If YES, please give brief details:

b. Please outline any special dietary requirements or allergies

c. Is your son / daughter allergic to any medication?

YES / NO If YES, please specify:

d. When did your son / daughter last have a tetanus injection?

e. to the best of your knowledge, has your son / daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES / NO

If YES, please give brief details:

Your details:

Name:

Relationship to child:

Contact telephone numbers:

Mobile:

Work:

Home:

Home address:

Alternative emergency contact:

Name:

Relationship to child:

Contact telephone numbers:

Mobile:

Work:

Home:

Address:

Name of family doctor:

Tel. Number:

Address:

Declaration

I give consent for my child to participate in this visit and have read the information provided. I understand the extent and limitations of the insurance cover provided.

I agree to my son / daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I have received the Blue Coat School Code of conduct for residential visits and understand that acceptance of this is a condition of participation in this visit.

If the medical details or contact information above change I will notify the school office.

Signed: _____ Date: _____

Full name (capitals)